



Commonwealth of Australia
APSJobs - Vacancies Daily
PS18 Daily Gazette Friday - 09 May 2025.pdf

Australian Government Published by Commonwealth of Australia

APSJobs - Vacancies Daily

This electronic document contains notifications of Vacancies now being advertised daily. These notices will also be published in the electronic Public Service Gazette PS19 Weekly Gazette Thursday - 15 May 2025.pdf.

The Gazette contains notifications of certain vacancies and employment decisions for APS and some non-APS Commonwealth agencies as required by the Public Service Act 1999, the Parliamentary Service Act 1999, and their subordinate legislation. To know more about these requirements, see <https://www.apsc.gov.au/public-service-gazette-requirements>

These Vacancies Daily will also appear in the Gazette PS19 Weekly Gazette Thursday - 15 May 2025.pdf.

Gazette Lodgement Inquiries

Phone: (02) 6202 3559

Email: contact@apsjobs.gov.au

IMPORTANT INFORMATION

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Vacancies

Vacancy VN-0758264

Australian Competition and Consumer Commission

Closing Date: Sunday 25 May 2025

Corporate
Finance and Property

Job Title	Property Administration Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Sydney NSW, Canberra ACT
Salary	\$89,946 - \$95,374
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Candidates will be required to work 2 days a week onsite
Classification	APS Level 5
Position Number	EA2025/79
Agency Website	https://www.accc.gov.au/

Job Description

<https://acc.bigredsky.com/page.php?pageID=106>

- Do you want to work at an agency where each day reveals new opportunities to work on some of the biggest issues facing consumers and businesses and have opportunities to pursue new and exciting pathways?
- Do you want to work at a place where smart and dedicated people from all walks of life collaborate to work on meaningful matters?
- Do you want to make a significant impact in supporting the management of the ACCC's national property portfolio?

Then this is the place for you! At the ACCC, we're proud of the impact we can make together. We understand the responsibilities and challenges that come with a fast moving and ever-changing environment. Our high performing culture is built on a foundation of care, support and inclusion. It's why we're driven by connection and collaboration, sharing our skills, knowledge and support with each other freely and frequently. It's why we prioritise the wellbeing of our people and empower them to work autonomously, flexibly and courageously. At the ACCC, we believe the best version of you is the one that's true to who you are – and that's the you we want working alongside us.

We value flexibility, and this role can be performed from either our Canberra or Sydney office and is available on a full-time, part-time or job-share basis.

Applicants from diverse backgrounds including First Nations peoples, people with disability and those from different cultural backgrounds are encouraged to apply.

Duties

What you will do as the Property Administration Officer

You will provide high level support and deliver a range of functions undertaken by the Property Services team in managing the ACCC's property including:

- Providing local and national office support and advice for all facilities and maintenance activities, day-to-day communications on work programs with the broader team, site contacts and building managers and assisting with management of contractors and cleaners for programmed and ad hoc works
- Managing and administering the desk booking system (Condeco) including contract management, business process improvements and regular reporting
- Supporting the management of the security guarding services contract and liaising with national guards and account managers and managing national fire warden requirements and coordinating annual training activities
- Extensive engagement and oversight of the Property Services Provider (PSP), providing guidance to ensure the agency's responsibilities are met under the Whole of Australian Government, Property Service Coordinate Procurement (PSCP) requirements
- Performing procedural, administrative, and operational support work to achieve team, branch and agency priorities.

Eligibility

About you

In order to succeed in the Property Administration Officer role, you will be required to demonstrate:

- sound knowledge and experience in property and facilities management, including expertise in the Australian Government's PSCP, Business Continuity Planning, Emergency Management and/or Incident Management and procurement and contract management
- organisational and planning skills, ability to prioritise, project manage and achieve successful results to deliver on agreed timelines and outcomes

- ability to engage and work collaboratively with other people, strong written and oral communication skills, excellent customer service skills and ability to influence outcomes
- proven administrative skills including procurement and financial processing, travel arrangements, inbox management and secretariat duties
- experience with Microsoft 365 office suite of products, document management systems, financial processing platforms (preferably Technology One or similar), and desk booking systems (preferably Condeco or similar).

To find out more about us and the role and find the 3 questions to respond to in your application, please read the Candidate Kit.

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: <https://www.apsc.gov.au/recruitability>

About the Australian Competition and Consumer Commission

The ACCC is an independent statutory authority that administers the Competition and Consumer Act 2010 and other Acts. The ACCC works to promote effective competition and fair trading in the market place to benefit consumers, business and the community, and efficiency in the delivery of certain infrastructure services. The AER is a part of the ACCC. The AER is Australia's national energy market regulator and has an independent board. The AER shares employees, resources and facilities with the ACCC.

To Apply

Position Contact	Mary-Ann Mason, 02 6243 3009
Agency Recruitment Site	https://acc.bigredsky.com/page.php?pageID=106

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Vacancy VN-0758260

Australian Electoral Commission

Closing Date: Sunday 25 May 2025

Service Delivery Group
Roll, Service and Foundation Branch Roll Data and Client Engagement

Job Title	Senior Data Analyst, Roll Data and Client Engagement
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$94,603 - \$106,034
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	The AEC supports flexible workplace arrangements as per operational requirements.
Classification	APS Level 6
Position Number	2025-079 10384
Agency Website	https://www.aec.gov.au/

Job Description <https://candidate.aurion.cloud/aec/production/vacancies/2912680596844998-1/edit>

The Roll Data and Client Engagement team are responsible for ensuring high quality data extraction, reporting and analysis, along with specific electoral roll data products and services, are provided to AEC's broad group of internal and external stakeholders in a timely manner. The team also operates a public facing helpdesk to manage elector enquiries, feedback and complaints, and assists AEC staff in their engagement with members of the public.

The Roll Data and Reporting section provide regular enrolment reporting for AEC internal use and state and territory electoral commissions. The team monitors trends in enrolment and conducts analysis to inform and support roll management activities and related agency operations. The team are also responsible for publishing enrolment statistics on the AEC website and responding to ad hoc requests for enrolment statistics.

Duties

The Senior Data Analyst supports the Assistant Director, Roll Data and Client Engagement in the day-to-day management of enrolment data and reporting matters within the Roll Data and Client Engagement Section of the Roll, Service and Foundations Branch, including participating in section planning for short term tasks and contributing to strategic planning for longer term initiatives.

The role is responsible for undertaking work that is moderately complex to complex and/or sensitive in nature, under limited direction, utilising expertise and knowledge across a range of activities relating to the provision of data and analysis, including enrolment statistics and metrics, to internal and external stakeholders. In doing so the role will adhere to the AEC's data and information governance frameworks, including authorisation and publication guidelines where appropriate.

The role is also expected to assist team members and other AEC staff in developing their understanding of the electoral roll.

To excel you'll have:

- Knowledge and experience in data and intelligence analysis and the ability to prepare succinct analytical reports.
- Proven analytical abilities with the ability to propose and facilitate change and contribute to business improvement strategies.

- Working knowledge of Microsoft PowerBI, including DAX and M, or the ability to acquire such knowledge quickly.
- Knowledge of, or ability to quickly gain knowledge of electoral roll concepts and processes.
- Demonstrated ability to manage staff while developing capabilities, encouraging career development and promoting professionalism.
- Demonstrated personal integrity whilst achieving results within legislative and policy parameters.

Desirable

- Ability to develop programs in SAS.
- Tertiary qualifications and/or relevant experience with a strong quantitative component. This might include demography (particularly desirable), mathematics, data analysis, intelligence analysis or similar.
- Knowledge of, or ability to, quickly gain knowledge of Australian electoral law and practice.

Eligibility

- AEC employees must be Australian citizens.
- Any person who is, and seen to be active in political affairs, and intends to publicly carry on this activity, may compromise the strict neutrality of the AEC and cannot be considered.
- Applicants are required to consent to, undergo, obtain and maintain a character clearance.
- Applicants are required to consent to, undergo, obtain and maintain the security clearance required for this role.

Notes

Outposted may be considered.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: <https://www.apsc.gov.au/recruitability>

About the Australian Electoral Commission

The Australian Electoral Commission (AEC) is at the heart of Australian democracy. The AEC is responsible for conducting federal elections and referendums, maintaining the Commonwealth electoral roll and making sure the Australian public is informed about all electoral matters. Our goal is to see that all eligible Australians actively participate in our democracy. The AEC values of electoral integrity through quality, agility and professionalism drive strategic and corporate planning and assist in organising the agency in a way that will effectively deliver the business into the future. The AEC is an equal opportunity employer which upholds the APS employment principles and actively encourages a diverse and inclusive workplace. The AEC's statutory functions in relation to the conduct of elections and referendums require that the AEC and its employees must be, and must be seen to be, impartial and politically neutral. As a result, the AEC Enterprise Agreement and Political Neutrality Policy state that it is an inherent requirement of AEC employment that employees, and prospective employees, are not publicly active in any political affairs and do not publicly engage in such activities. This includes advocating any issues associated with a referendum. Should a prospective employee fail to meet this inherent requirement, they will be ineligible for employment with the AEC.

To Apply

Position Contact	Sam Hannan-Morrow, sam.hannan-morrow@aec.gov.au
Agency Recruitment Site	https://candidate.aurion.cloud/aec/production/vacancies/2912680596844998~1/edit

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Vacancy VN-0758257

Australian Sports Commission

Closing Date: Thursday 22 May 2025

Office of the CEO Project Management Office

Job Title	Advisor, Project Management Office
Job Type	Full-Time, Non-Ongoing
Location	Sydney NSW, North Melbourne VIC
Salary	\$102,137 - \$117,758
Future Merit Locations	Sydney, North Melbourne
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	APS Level 6
Position Number	EXT/25-098
Agency Website	https://www.sportaus.gov.au/

Job Description

<https://ausport.nga.net.au/?jati=35A43BA4-16D7-5D6D-F348-E3C3CFBA55CD>

Duties

Applications close at **11:30 pm AEST Wednesday 22 May 2025** (late applications will not be accepted).

The Australian Sports Commission is embarking on the Green and Gold decade. An exciting time filled with international sporting

competitions on home soil, including the Men's and Women's Rugby World Cup, and culminating in the Brisbane 2032 Olympic and Paralympic Games. We have an ambitious new Strategic Vision and we need the best players on our team to help us deliver real results for the sporting sector and all Australians.

Are you up for the challenge?

About the team – The PMO team provides a coordination point to ensure programs and projects are being managed effectively and delivering on their objectives and deliverables. As well as providing assurance to the ASC Executive through increased oversight of project/product performance that align and deliver on the ASC Strategic Vision.

About the role – This role will be developing the program and project management powerBI reporting, and program and project management learning and development offerings. The role will also support program and project managers to plan and deliver programs and projects.

About you – We are looking for a motivated team player with excellent communication and engagement skills, with experience in supporting program and project managers, developing learning and development offerings, and developing powerBI reporting.

This position is offered as a **secondment** until 30 June 2026 with the possibility of being extended. Successful candidates will remain an employee of their home entity, with the ASC reimbursing the employee's salary and on-costs as the host entity (under a formal secondment agreement between the ASC and the home entity).

Eligibility

To be eligible for this position applicants are required to be Australian citizens only and must be able to obtain and maintain an AGSVA Security Clearance.

As part of the Commonwealth Child Safety Framework the ASC is committed to being a Child Safe Organisation and leading the way in Child Safety across the sports sector. This position requires a Working with Vulnerable/Children People check to obtain employment.

Notes

- The ASC is committed to protecting children from harm. We require all applicants that will work with children to undergo screening processes prior to appointment.
- The ASC operates under the [Australian Sports Commission Act 1989](#) and is separate to the Public Service Act 1999. The ASC accepts most leave liability and recognition of prior service if you are currently employed at a Commonwealth agency.
- If you are experiencing issues or have any questions with the e-recruitment system, please contact the People & Culture Hub via email people@ausport.gov.au or phone (02) 6214 1328.

About the Australian Sports Commission

At the Australian Sports Commission (ASC), we champion the value of sport. We encourage and help Australians of all backgrounds, ages and abilities to get involved in sport and enjoy the many benefits. We play a central leadership role across the broader sport sector through collaboration and direction. The ASC delivers a variety of grants through investment in high performance and national sport participation programs, performance pathways, people development and wellbeing, and research and innovation. We manage high performance operations at the AIS Campus in Canberra, supporting seven National Training Centres of Excellence, and a European Training Centre in Italy. Further, we individually support thousands of athletes and dozens of Australian sports through guidance and collaboration.

To Apply

Position Contact	Renee O'Callaghan, Director Project Management Office, 0448 438 829
Agency Recruitment Site	https://ausport.nga.net.au/?jati=35A43BA4-16D7-5D6D-F348-E3C3CFBA55CD

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Vacancy VN-0758258

Australian Sports Commission

Closing Date: Thursday 22 May 2025

Office of the CEO
Project Management Office

Job Title	Senior Advisor, Project Management Office
Job Type	Full-Time, Non-Ongoing
Location	Sydney NSW, North Melbourne VIC
Salary	\$120,162 - \$141,789
Future Merit Locations	Sydney, North Melbourne
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	Executive Level 1
Position Number	EXT/25-095
Agency Website	https://www.sportaus.gov.au/

Job Description

<https://ausport.nga.net.au/?jati=B0F14B5D-23C0-953A-CAD5-E3C3CFD712F7>

Duties

Applications close at **11:30 pm AEST Wednesday 22 May 2025** (late applications will not be accepted).

The Australian Sports Commission is embarking on the Green and Gold decade. An exciting time filled with international sporting competitions on home soil, including the Men's and Women's Rugby World Cup, and culminating in the Brisbane 2032 Olympic and Paralympic Games. We have an ambitious new Strategic Vision and we need the best players on our team to help us deliver real results for the sporting sector and all Australians.

Are you up for the challenge?

About the team – The PMO team provides a coordination point to ensure programs and projects are being managed effectively and delivering on their objectives and deliverables. As well as providing assurance to the ASC Executive through increased

oversight of project/product performance that align and deliver on the ASC Strategic Vision.

About the role – This role is responsible for developing and implementing the ASC's program and project change management framework, as well as supporting program and projects managers to effectively plan and deliver their programs and projects.

About you – We are looking for a motivated team player with excellent communication and engagement skills, with experience in supporting program and project managers and building project management capability and project change management.

This position is offered as a secondment until 30 June 2026 with the possibility of being extended. Successful candidates will remain an employee of their home entity, with the ASC reimbursing the employee's salary and on-costs as the host entity (under a formal secondment agreement between the ASC and the home entity).

Eligibility

To be eligible for this position applicants are required to be Australian citizens only and must be able to obtain and maintain an AGSVA Security Clearance.

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To Apply

Position Contact	Renee O'Callaghan, Director, Project Management Office, 0448 438 829
Agency Recruitment Site	https://ausport.nga.net.au/?jati=B0F14B5D-23C0-953A-CAD5-E3C3CFD712F7

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Vacancy VN-0758270

Defence Housing Australia

Closing Date: Tuesday 20 May 2025

People and Compliance Group
Human Resources

Job Title	Director, Human Resources
Job Type	Full-Time, Ongoing
Location	Gungahlin ACT
Salary	\$152,378 - \$187,494
Future Merit Locations	Gungahlin
Office Arrangement	On Site;Flexible;Hybrid
Office Arrangement Details	Flexible working arrangements can be negotiated
Classification	Executive Level 2
Position Number	493637
Agency Website	https://www.dha.gov.au/

Job Description

<https://careers.dha.gov.au/>

About Us

DHA is more than just a housing provider; it is an integral part of Australia's Defence community. We deliver housing and related services to more than 30,000 Australian Defence Force members and their families, playing a crucial role in supporting Defence capability, enhancing stability and wellbeing for those who serve.

Our HR function is key to enabling this mission, ensuring our workforce is capable and well-supported, underpinned by a culture of collaboration and inclusion.

Duties

What makes this role unique?

A committed team and purposeful work

You will be joining a supportive and engaged HR team united by a shared purpose, a dynamic program of work, and a strong people-first mindset. We take pride in providing accessible, practical, and meaningful HR support complemented by our deep commitment to delivering our People Strategy and related initiatives. Our work continues to foster a high-performing, inclusive, and supportive environment where both individuals and teams can thrive.

While we are committed to delivering high-quality outcomes, we also value warmth, humour, and genuine connection. You can expect the occasional joke, potluck lunches, team-building activities, and perhaps even a sneaky piece of chocolate at your desk to brighten your day.

Strategic leadership with real impact

As Director, Human Resources, you will lead a geographically dispersed, multidisciplinary HR operations team across recruitment, learning and development, payroll, and employee relations. You will work closely with the Chief People Officer, Managing Director, and Executive Leadership Team to shape and deliver agency-wide HR services that drive performance, build capability, support integrity, and enhance the employee experience. With an engaged senior executive cohort and ownership of your functions, your contributions will be visible, valued, and genuinely impactful.

Opportunities to Drive Positive Change

As a smaller agency with a commercial orientation, every contribution at DHA has real impact. In this role, you will have a unique opportunity to directly enhance operational efficiency and improve the employee experience. Your expertise will help shape a modern, people-centred workplace that supports high-quality and compliant service delivery across the organisation.

Development and Flexibility

DHA is committed to supporting your professional growth through structured leadership development programs, learning opportunities, study support, and on-the-job development. This full-time position is based in Canberra, with flexible work arrangements and generous leave entitlements. We value work-life balance and are committed to creating a workplace that supports personal and professional wellbeing.

Eligibility

Employment with DHA is conditional on successful applicants demonstrating that they are an Australian citizen, meeting the required medical standards, and obtaining and maintaining a security clearance at the required level.

Notes

Benefits for working at DHA include:

- 15.4% superannuation
- Generous leave entitlements, including 18 days personal leave and 20 days annual leave per year
- Work-life balance and flexible work options
- A positive workplace culture where you can bring your whole self to work
- Opportunities to broaden your industry knowledge and experience
- Career progression and opportunities
- ADF partner employment conditions when posting to a new location

For information on DHA's Employee Value Proposition, visit our [website](#) .

How to apply

Apply now via our [online careers site](#) with your current resume and a 500-word one page pitch, addressing the requirements of the role. We recommend you read the Australian Public Service Commission's Cracking the Code guidance on how to write your response. Additionally, you should consider the expected behaviours described in the Australian Public Service Commission's Integrated Leadership System at this role's level.

For further information on the position, please refer to the **Candidate Information Pack** through the [online careers site](#).

Applications closed 11:55pm AEST Tuesday 20 May 2025. To arrange a confidential discussion about this position, please contact Sarah Gray, Senior HR Advisor and Chief People Officer Support, via sarah.gray@dha.gov.au or 07 4726 1814.

Order of Merit

A merit pool will be established from this process which will be valid for 18 months from the date of advertising. This merit pool may be used throughout this period to fill similar positions in the event positions become vacant.

Inclusion and Diversity

DHA is committed to building an inclusive and diverse workforce. We welcome applications from

across our community including, Aboriginal and Torres Strait Islander peoples, women, people with disability, people from culturally and linguistically diverse backgrounds, those who identify as LGBTIQ+, ex-defence members, mature aged employees and carers.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: <https://www.apsc.gov.au/recruitability>

About the Defence Housing Australia

At Defence Housing Australia, we provide quality housing and related services to Defence members and families. In doing this, we support the operational, recruitment and retention goals of the Department of Defence. To meet our Defence housing obligations, we are active in Australian residential housing markets, acquiring and developing land, and constructing and purchasing houses. Our staff are located in 19 offices in regional centres and nearby Defence outposts throughout Australia.

To Apply

Position Contact	Sarah Gray, 0747261814
Agency Recruitment Site	https://careers.dha.gov.au/

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Vacancy VN-0758275

Job Title	Senior Web Developer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$126,885 - \$153,655
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	Canberra based
Classification	Executive Level 1
Position Number	2025/063
Agency Website	www.finance.gov.au

Job Description

<https://financejobs.nga.net.au/cp/>

ABOUT THE BRANCH

The Internal Services and Cyber Branch is responsible for managing the Service Centre, application support, quality assurance and testing, minor projects, the Finance information environment, and its supporting technology.

The priorities of Internal Services Branch are to:

- Deliver a high standard of support to clients through the Service Centre and Self-Service Portal
- Maintain and enhance the end user desktop environment and its supporting services.
- Maintain and enhance both core Departmental and business specific applications and the Finance information environment.
- Maintain and enhance core departmental IT hybrid infrastructure and supporting technology platforms.
- Deliver business analysis and testing services
- Deliver ICT projects and technology for business projects
- Management of key ICT contracts including the NRI contract
- Management of ICT security operations and providing cyber security policies
- Management of internal AI within the Department

The Web Team consists of this role and an APS5 web developer who provide development support for Finance’s corporate website, intranet, and Ministerial website, as well as several program level websites. This support includes web content design, management and publishing, website building, security patching and updates, analytics, and advice. The team manages and advises stakeholders on website best practice and solutions and oversees and implements

website enhancements and updates. The team regularly contribute to the agency's push for innovation and excellence, through the removal of red tape and the automation of processes, where possible and practical.

The Web Team works closely with the Corporate Communications Section, which includes graphic designers, the Media Team, and internal and external communications. **Duties**

THE OPPORTUNITY

Reporting to the Director of Application Support, the Technical Lead, Web Services (EL1) is responsible for the technical management of eight internal and external facing websites, including the Finance intranet.

- The successful candidate will work both autonomously and as part of the wider team/section to provide quality and creative solutions to business needs and requirements.
- You will have excellent written and oral communication skills and will be able to disseminate technical jargon into simple and easy to understand terms.
- You will implement and maintain processes to ensure the sites managed by the Web Services Team meet the Australian Government Security Guidelines and the Essential Eight.
- Mentor and guide the team of developers who work collaboratively with the content designers and content administrators to deliver accessible, engaging, and up-to-date content across ten websites.
- The person in this role will have experience in mentoring, training, and guiding staff to successfully manage websites and/or website projects, and will be able to provide relevant strategic management, planning, and advice.
- You will have excellent stakeholder management and negotiation skills to be work with business areas and your colleagues in Web Services and Corporate Engagement, to craft effective and engaging online experiences for users with Drupal 10 website architecture.
- You will provide guidance and support to business areas on website content best practice, WCAG 2.0 Accessibility Guidelines and how to optimise UX with regard to GovCMS Drupal websites and be able to support this advice through website analytics with Matomo, Monsido and GA4.
- Working closely with the Corporate Communications Section you will make timely, effective decisions that show accountability and consider stakeholder impact, and you will respond quickly and effectively to changing organisational needs, in particular with the Ministerial offices and the Budget Group, withing Finance.
- You will understand how Web Services connects with ICT and other branches within Finance and be able to consider the broader picture and communicate this to others.
- You will manage the maintenance of documentation, guidance materials, checklists, and processes, ensuring they are fit-for-purpose and assist with the delivery of tasks and activities which are focussed on continuous improvement of these sites and customer-facing processes.
- On occasion and where required, you will lead procurement processes for services.
- You will be innovative and have an understanding of the latest technologies that are being used for website content design, to ensure that UX is optimised.

DETAILED VACANCY INFORMATION

For detailed information about this role, including the job specific capabilities, please refer to the downloadable vacancy pack, which can be accessed by clicking the hyperlink at the bottom of this page. **Eligibility**

- Under section 22(8) of the *Public Service Act 1999*, employees must be Australian citizens to be employed in the Australian Public Service (APS) unless the Agency Head has agreed otherwise, in writing.

- Successful applicants will be required to undergo the process to obtain and maintain, or continue to hold the required security clearance level for the role as indicated in the downloadable job pack. All Finance staff are required to have a minimum baseline security clearance prior to commencement.

Notes

This recruitment process is being used to fill current and future vacancies. A merit pool of suitable applicants may be created which may be used to fill future vacancies should they become available over the next 18 months.

A position may be offered as ongoing or non-ongoing subject to operational requirements. Where a non-ongoing position is offered, the role will be filled for a specified term of up to 12 months. A specified term may be extended up to a maximum period of 18 months.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: <https://www.apsc.gov.au/recruitability>

About the Department of Finance

As a central agency of the Australian Government, the Department of Finance (Finance) plays an important role in assisting government across a wide range of policy areas to ensure its outcomes are met. Finance supports the government's ongoing priorities through the Budget process and fosters leading practice through the public sector resource management, governance and accountability frameworks. Finance plays a leading role in advising the government on many of its strategic priorities. We do this through our professional and considered approach to providing advice, developing policy, delivering services and engaging with our clients and stakeholders. Finance's key areas of focus are: - Budget - Business Enabling Services - Commercial - Governance and Resource Management

To Apply

Position Contact	Steven Kuzmanoski, 02 6215 2011
Agency Recruitment Site	https://financejobs.nga.net.au/cp/

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Vacancy VN-0758277

Job Title	APS 5 Senior Analyst
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$89,098 - \$99,973
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	Canberra based
Classification	APS Level 5
Position Number	2025/066
Agency Website	www.finance.gov.au

Job Description

<https://financejobs.nga.net.au/cp/>

ABOUT THE TEAM

The Ministerial Communications Network (MCN) Service Desk is part of the customer focused Business Engagement Team that sits within the Services Section. The MCN Service Desk is the first point of contact for Secure Communications services for internal and external customers. The team provides Tier One support, communication, education and training to internal teams and external customers, including VIPs such as Ministers, Assistant Ministers and agency Department Heads.

The team supports the branch by building relationships with stakeholders to support continual improvement activities and by also assisting our Tier Two, Technical and Operational teams to troubleshoot issues. The team provides:

- Tier One help desk support, and troubleshooting, to Australian Government employees who use the MCN.
- Support and contribute to delivering training information to educate customers on the use of the National Telepresence System (NTS) and Document Transfer System (DTS).
- Support and administration of the (NTS) Online Booking System.
- Stakeholder Engagement Plan coordination and implementation.
- Service catalogue management and maintenance.

Duties

THE OPPORTUNITY

As a Senior Analyst for the MCN Service Desk you will assist the team lead with overseeing the day-to-day operations of the Service Desk to ensure quality standards are maintained. You will support the team to provide professional technical support and customer focused service delivery.

Secure Communications services are located all over Australia in capital cities and regional locations. You may be required to travel domestically to provide training as well as represent the Department to other Government organisations.

To be successful in this role you will have experience in a customer service role and demonstrated skills to perform the role. You will be required to:

- Maintain an understanding of Secure Communications business processes and systems.
- Respond to challenging client service requests and enquiries in a controlled and professional manner.
- Liaise with Network Operations Centre (NOC) and other Secure Communications teams to action service requests and respond to incidents efficiently and effectively.
- Act as the initial escalation point for Sev 1 and Sev 2 incidents, maintaining composure under pressure.
- Support a team in the management of Incidents, Problems and Services Requests in accordance with the ITIL framework.
- Ensure all team jobs are logged and managed appropriately in IT Service Management Tool (HelpMaster), raising concerns when needed.
- Support and contribute to delivering training information to educate customers on the use of the NTS and DTS.
- Mentor and train new staff in the operations of the Service Desk, actively promoting a shared knowledge environment.
- Foster strong working relationships with both internal and external stakeholders, being able to liaise and negotiate with clients to deliver a high level of customer service.
- Work on a rotational basis between 07:30am and 5.00pm Monday to Friday, including at least one early and one late shift per week.

DETAILED VACANCY INFORMATION

For detailed information about this role, including the job specific capabilities, please refer to the downloadable vacancy pack, which can be accessed by clicking the hyperlink at the bottom of this page. **Eligibility**

- Under section 22(8) of the *Public Service Act 1999*, employees must be Australian citizens to be employed in the Australian Public Service (APS) unless the Agency Head has agreed otherwise, in writing.
- Successful applicants will be required to undergo the process to obtain and maintain, or continue to hold the required security clearance level for the role as indicated in the downloadable job pack. All Finance staff are required to have a minimum baseline security clearance prior to commencement.

Notes

This recruitment process is being used to fill current and future vacancies. A merit pool of suitable applicants may be created which may be used to fill future vacancies should they become available over the next 18 months.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: <https://www.apsc.gov.au/recruitability>

About the Department of Finance

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To Apply

Position Contact	Vivienne Andrews, 0262153452
Agency Recruitment Site	https://financejobs.nga.net.au/cp/

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Vacancy VN-0758202

Department of Home Affairs

Closing Date: Thursday 22 May 2025

Cyber & Infra Security Centre
Critical Infra Reg Ops & Analysis Critical Infrastructure Program for Modelling
and Analysis (CIPMA)

Job Title	Data Scientist
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT, Various locations - NSW NSW
Salary	\$84,228 - \$91,809
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational requirements of the role
Classification	APS Level 5
Position Number	JR 137141
Agency Website	www.homeaffairs.gov.au

Job Description

<https://jobs.homeaffairs.gov.au/job-invite/137141/>

About our team

Within the Department of Home Affairs, the Cyber and Infrastructure Security Centre (CISC) drives an all-hazards critical infrastructure regime in partnership with governments, industry and the broader community. We actively assist Australian critical infrastructure owners and operators to understand the risk environment and meet their regulatory requirements for the shared benefit of all Australians.

The Critical Infrastructure Program for Modelling and Analysis (CIPMA) Section is responsible for: providing specialist technical analysis and evidence-based reporting on critical infrastructure interdependencies; designing and developing the analytical frameworks and in-house tool suite, providing technical analysis of ownership and operational information of Critical Assets under the Security of Critical Infrastructure Act 2018.

Our multidisciplinary team work on challenging "big picture real-world" problems of national significance. A well-functioning society and economy depends on the reliable and efficient delivery of services and products to its people, and CIPMA's consequence analysis using appropriate modelling techniques supports government objectives.

Please visit our website for more information about the [Department of Home Affairs](#) or [Australian Border Force](#)

Our ideal candidate

- Curious about new subjects outside of one's training and expertise, open-minded, sceptical, and able to discern fact from opinion
- Comfortable with abstract and analytical thinking, especially quantitative reasoning (usually found in the physical sciences and engineering)
- Confident to prepare, manage and carry out the technical analysis of critical infrastructure assets, owners, operators and essential services and their interactions. Able to communicate results to a non-technical audience, especially executive decision makers
- Security conscious, respecting the confidentiality of stakeholder data and information, and promote compliance with data ethics
- Operating with a sense of urgency when required, sometimes under deadline constraints and incomplete data managing complexity and uncertainty.

Duties

Duties and responsibilities

- Assist with problem identification and requirements gathering with the business area. Collect, interpret and manipulate data from various sources.
- Develop, validate, deploy and monitor data science/ analytics solutions. Contribute to the development of data science capabilities for the Department.
- Assist data science team and/or a data science/ analytical program of work. Perform likelihood and consequence analysis using appropriate modelling techniques. The output of which is to inform government and business decision making.
- Experience with applying scientific applications (such as MATLAB or Python), geospatial software (such as ArcGIS), and visualisation or business intelligence software (such as Tableau), in concert with research and analysis. Coding experience is desirable but not essential.

Additional information

The Department of Home Affairs has offices located all over Australia, with vacancies currently in:

- Brindabella Park, Australian Capital Territory.
- Parramatta, New South Wales

You must be able to physically attend an office listed above. If an opportunity arises for you to move to a role in another state, relocation costs will be at your own expense. **Eligibility**

To be eligible for the position you must be an Australian Citizen.

The successful candidate will be required to obtain and maintain a Negative Vetting Level 1 (AGSVA) security clearance, and:

- ABF Workers will also be required to obtain and maintain an Employment Suitability Clearance (ESC).
- Home Affairs Workers will also be required to obtain and maintain an Onboarding Check.

In certain circumstances, an Employment Suitability Clearance (ESC) may be required in addition to, or in lieu of, an Onboarding Check, which will be determined by the delegate as necessary.

Notes

The Department of Home Affairs offers an attractive remuneration package, including salary, superannuation benefits and flexible working conditions appropriate to the level of the position. The Australian Public Service (APS) [Employee Value Proposition](#) (EVP) highlights the top reasons our employees enjoy working in the APS.

The Department may provide relocation assistance to eligible APS employees required to relocate. The level of assistance will vary depending on the reason for relocating and your personal circumstances. For further information please enquire with the contact officer listed in the advertisement.

Information about employment and advice on how to apply for vacancies can be obtained from the Department's website at <https://www.homeaffairs.gov.au/about-us/careers>

Candidates should be aware that in roles where vaccination against COVID-19 is required by public health orders/directions or other legislation proof of vaccination will be required. If a candidate is not fully vaccinated or is unwilling to be vaccinated within a reasonable time period, they may not be offered that role.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: <https://www.apsc.gov.au/recruitability>

About the Department of Home Affairs

The Department of Home Affairs is responsible for central coordination, and strategy and policy leadership in relation to cyber and critical infrastructure resilience and security, immigration, border security and management, counter-terrorism, the protection of our sovereignty, citizenship and social cohesion. The Department implements a strategically coordinated approach to the cyber security and resilience of all Australians through the appointment of a Cyber Security Coordinator and continues to enable rapid responses to threats of foreign interference through the dedicated Counter Foreign Interference Coordinator. Additionally, the Department contributes to Australia's prosperity and unity through the management and delivery of the migration, humanitarian and refugee programs. The Department also promotes social cohesion through multicultural programs, providing settlement services and through managing and conferring citizenship. We encourage applications from Indigenous Australians, people with disability

and people from other diverse backgrounds. We are committed to providing a working environment that values diversity and inclusion and supports staff to reach their full potential. For more information
www.homeaffairs.gov.au/about-us/careers/working-with-us/workplace-diversity

To Apply

Position Contact	Mark McKenzie, 02 5127 8053
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/137141/

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Vacancy VN-0758184

Department of the House of Representatives

Closing Date: Thursday 29 May 2025

Committee Office

Job Title	Researcher
Job Type	Full-Time, Ongoing
Location	Capital Hill ACT
Salary	\$82,826 - \$99,132
Future Merit Locations	Capital Hill
Office Arrangement	On Site;Flexible
Office Arrangement Details	Onsite with the possibility of flexible working arrangements.
Classification	APS Level 4;APS Level 5
Position Number	5401
Agency Website	https://www.aph.gov.au/About_Parliament/Employment/Department_of_the_House_of_Representativ

Job Description

<https://candidate.aurion.cloud/dohr/production/>

The Department of the House of Representatives is seeking applications from those interested in directly supporting the work of the House of Representatives and members of Parliament at Parliament House in Canberra.

The Researcher works within a small secretariat team, providing research, report writing and administrative support to one or more parliamentary committees. The Researcher works under the direction of the Committee Secretary and one or more Inquiry Secretaries. Researcher roles may require occasional domestic travel to support the Committee.

The department is committed to leadership at all levels and there is an expectation that all staff are able to demonstrate leadership in their professional experience.

Duties

The Researcher will:

1. provide research, analytical and writing support for a parliamentary committee, including preparation of meeting and briefing papers, drafting minutes, and contributing to committee reports
2. prepare correspondence and respond to requests in relation to committee business
3. as part of a team, organise and support committee meetings, public hearings and inspections, including arranging logistics and liaising with stakeholder groups
4. contribute to the management and security of committee records and provide administrative and other support to a committee secretariat as required
5. develop and maintain knowledge of parliamentary practice and procedure, particularly in relation to committees.

NOTE: The Parliamentary Service employee assigned these duties may be required to rotate to other areas of the department. Eligibility

Selection criteria

The successful candidate will demonstrate:

1. research, analytical and writing skills, attention to detail, and the ability to prepare written reports, advice and correspondence
2. capacity to build and maintain productive working relationships in a sensitive environment
3. organisational skills, including the ability to manage multiple tasks, prioritise effectively and meet deadlines
4. the ability to quickly acquire knowledge of parliamentary practice and procedure.

Notes

Security Assessment: Designated committees will require appropriate security clearances.

About the Department of the House of Representatives

The Department of the House of Representatives provides services to support the efficient conduct of the House of Representatives, its committees and certain joint committees, and also provides a range of services and facilities for Members of Parliament in Parliament House. The department also promotes the work of the House in the community and supports the conduct of the Parliament's international and regional relations.

To Apply

Position Contact	Phillipa Blackwood, 02 62774422
Agency Recruitment Site	https://candidate.aurion.cloud/dohr/production/

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Vacancy VN-0757241

Office of National Intelligence

Closing Date: Sunday 04 May 2025

Analytical Capabilities
Academy & Analytical Tradecraft National Intelligence Academy

Job Title	EOI EL1 Trainers & Academy Leadership Roles - National Intelligence Academy
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Barton ACT
Salary	-
Future Merit Locations	Barton
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	Executive Level 1
Position Number	Various
Agency Website	

Job Description

www.oni.gov.au/vacancies

The National Intelligence Academy is seeking passionate professionals for several EL1 roles across various Learning & Development functions.

The Team

The National Intelligence Academy (NIA) aims to improve the capability and interconnectivity the National Intelligence Community (NIC) through the delivery of training on intelligence skill: aligned to current and future needs.

The NIA focuses its curriculum on developing the skills that underpin a national intelligence profession and building the unified and collaborative culture that support an integrated NIC.

The NIA is looking for experienced trainers and learning and development professionals for a range of roles. If you have a passion for learning and development, have experience designin and delivery training programs, and/or experience leading learning-focused teams to deliver excellent outcomes, we want to hear from you.

The Role

As an EL1 in the NIA, no day will be the same. We have several roles available at the EL1 lev across a range of learning and development functions including training delivery, instructional development and design, learning operations and governance, and evaluation and analysis.

If you are a creative individual who likes variety in your work and you have a passion for build culture of continuous learning, then you are what we are looking for.

Duties

Key Attributes

The successful applicant will have:

- Experience in facilitation and training delivery and/or experience leading learning and development teams in a dynamic environment;
- The ability to think strategically and align team priorities to strategic objectives;
- The ability to apply critical thinking and sound judgment in support of the development or construction of learning content, improvements to course content, delivery methods, business systems, and processes;
- Excellent liaison and communication skills, with the ability to work with, lead and positively influence colleagues and external stakeholders;
- The ability to work to deadlines and prioritise tasks to achieve outcomes that meet organisational objectives;
- Excellent written and verbal communication skills.

Skills and Qualifications

- Tertiary qualifications and/or extensive experience in a relevant field;
- The ability to work effectively with a diverse range of customers and stakeholders;
- The ability to lead a team that works collaboratively to respond to business priorities;
- Security clearance of NV1 or above.

Eligibility

This EOJ opportunity is only available to current Commonwealth employees with a minimum of a current NV1 security clearance.

Notes

What Will You Gain from the Experience?

The NIA's mission is to professionalise and build the NIC through the delivery of high-quality training and educational experiences. As a trainer or a leader within the NIA, you will be at the heart of this and will be directly supporting the NIC to develop core and common skills.

You will have the opportunity to demonstrate your capabilities and form professional connections with stakeholders across the NIC, policy departments, a range of educational institutions and stakeholders.

We are also committed to the ongoing development of our team members and so you will have access to a range of opportunities to enhance your own skills and experience. You will be supported to strive for best practice and innovative solutions to the learning and development of the NIC.

For More Information

ONI is an Australian Public Service employer. We are an accountable agency and uphold the standards, values and integrity of the APS.

Visit our website for more information about ONI, including what we do, who we are, and how our values guide and inform our work.

Further information, including about the vetting process can be found on our website or alternatively the contact officer listed on the first page.

About the Office of National Intelligence

To Apply

Position Contact	ONI Recruitment, N/A
Agency Recruitment Site	www.oni.gov.au/vacancies

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Vacancy VN-0758261

Office of National Intelligence

Closing Date: Thursday 29 May 2025

Job Title	APS5 & APS6 National Security Advisors
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Barton ACT
Salary	\$93,275 - \$117,729
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	Canberra based role only
Classification	APS Level 5;APS Level 6
Position Number	Various
Agency Website	

Job Description

www.oni.gov.au/vacancies

The Role

The work of our National Security Advisors is varied and unique. There are multiple roles across the branch that involve activities such as:

- Support leadership engagement by working with stakeholders across the national security community (NIC and with policy agencies) to ensure the advice provided to the Government on national security and strategic matters is informed by Australia's intelligence priorities.
- Engaging with Cabinet processes and senior-level NIC forums to provide insights on the NIC's ability to realise Government's objectives and supporting consideration of strategies to mitigate future risks.
- Implementing systems to identify capability investment options to enhance enterprise intelligence outcomes for Government.
- Support consideration, undertake activities and implement systems involving strategic mission management (at the NIC enterprise level), including engaging, coordinating, evaluating and reporting on the NIC's collective health, performance and posture to deliver the Government's intelligence priorities.
- Implementing systems to identify high-priority intelligence integration activities on behalf of the NIC.
- Supporting and implementing the NIC governance structure, including by managing the NIC Principals Committee, the NIC Deputies Committee, and other senior-level NIC governance bodies.

Duties

Key Attributes

Our ideal candidate would have:

- a strong strategic awareness (or ability to quickly gain knowledge) of the national security landscape and an understanding of how the broader strategic environment can impact NIC outcomes and outputs and Government decision making.
- excellent stakeholder engagement skills with the confidence to engage directly with senior leaders and the ability to exercise sound judgement in complex situations.
- a high degree of initiative and a proven ability to build productive and collaborative relationships across Government departments.
- outstanding organisational skills, excellent problem-solving, written and verbal communication skills, including the ability to manage competing priorities simultaneously.
- a desire to work in a fast-paced and dynamic environment, with an ability to quickly adapt to changing priorities and shifting deadlines; and
- the ability to build and foster a collegiate work environment.

Desirable attributes:

- Experience with Cabinet processes
- Understanding of intelligence mission management across the national intelligence or security communities and/or an understanding of the relationship between the policy and intelligence communities.
- Understanding of performance measurement, benefits management and evaluation principles
- Experience with the provision of committee secretariat services

Eligibility

You must be an Australian citizen.

Note: if you do not have a birth certificate issued by an Australian State or Territory Government, you must submit a copy of your Australian Citizenship Certificate with your job application.

You must have a checkable background.

Note: we must be able to practically verify, from independent and reliable sources, [cumulative] periods of 12 months or more spent outside Australia.

You must be willing to undergo a comprehensive security clearance suitability assessment.

Note: 'willing to undergo' means fully cooperating in the assessment process, including the timely provision of information and documentary evidence.

Notes

The Team

ONI's National Intelligence Community (NIC) Capability and Performance Branch works to maximise the value of Australia's intelligence capabilities. We evaluate how the national intelligence community is working together on common missions and provide advice to the Government on intelligence priorities, requirements, performance and resourcing, and work with agencies on the development of joint capabilities and shared services. We are focused on how the NIC can work together on common challenges, such as intelligence mission management, technology, innovation, workforce, as well as how we can align our strategic engagement and streamline governance arrangements. The NIC Capability and Performance Branch, operates in a dynamic and high tempo environment, working with stakeholders across the NIC and broader Government to drive collective capability, support investment decisions and supports ONI's mission performance and evaluation role.

Who are we looking for?

We are looking for driven and enthusiastic individuals with strong communication and stakeholder engagement skills, and a commitment to excellence. You will have the resilience and adaptability to work in a multidisciplinary, dynamic, and busy environment.

About the Office of National Intelligence

To Apply

Position Contact	recruit@oni.gov.au, 0000000000
Agency Recruitment Site	www.oni.gov.au/vacancies

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Department of Agriculture, Fisheries and Forestry

Closing Date: Sunday 25 May 2025

Plant Protection & Environmental Biosecurity
 Several Preparedness and Response, Surveillance, Invasive Species
 Research and Development

Job Title	Senior Policy Officer – Environmental Biosecurity / Plant Health
Job Type	Full-Time; Part-Time, Ongoing
Location	Melbourne VIC, Adelaide SA, Brisbane QLD, Cairns QLD, Canberra ACT, Darwin NT, Perth WA, Sydney NSW
Salary	\$95,438 - \$108,360
Future Merit Locations	Melbourne, Adelaide, Brisbane, Cairns, Canberra, Darwin, Perth, Sydney
Office Arrangement	Flexible
Office Arrangement Details	To be negotiated
Classification	APS Level 6
Position Number	2025/1256
Agency Website	https://www.agriculture.gov.au

Job Description

<https://www.agriculture.gov.au/about/jobs/apply>

Who we are

The **Plant Protection and Environmental Biosecurity Division** (PPEBD) provides policy leadership and support for plant health and environmental biosecurity. PPEBD is the home of the [Australian Chief Plant Protection Officer](#) (ACPPO) and [Australian Chief Environmental Biosecurity Officer](#) (ACEBO). The division: aims to improve Australia's plant health and environmental biosecurity systems and outcomes; helps meet relevant national and international obligations; and works to minimise the impacts of current and emerging biosecurity risks to Australia's agricultural production and trade, environment, Indigenous and cultural heritage and associated amenities. The division is comprised of two branches: the Plant Health Policy Branch and the Environmental Biosecurity Office, which also oversees the Australian Plague Locust Commission's activities.

The **Environmental Biosecurity Office** (EBO) addresses national environmental biosecurity priorities to ensure Australia's natural environment is safeguarded from the impacts of exotic and established pests, weeds, and diseases. The EBO is a fast-paced environment that:

- Provides national policy, engagement, and leadership on environmental biosecurity issues,
- Ensures environmental and community biosecurity risks are identified and prioritised,
- Improves the maturity of Australia's environmental biosecurity preparedness, surveillance and response capacity and,
- Supports effective responses to detections and incursions of environmental pests, weeds, and diseases.

Plant Health Policy (PHP) Branch, in collaboration with stakeholders, designs, drives and delivers Commonwealth, national and international policies and programs to protect, confirm and enhance Australia's plant health status and facilitate safe trade. The branch provides a national focal point for plant biosecurity issues within Australia, and national leadership in managing Australia's plant health. Our work underpins biosecurity and helps to open new, and maintain existing, domestic and international markets for Australian plant industries.

The key responsibilities of the functional areas within the two branches are available in 3 sections which are broadly listed below.

The **Invasive Species Research and Development Section** is part of the EBO working on plant, animal and marine environmental biosecurity. Our priorities include:

- Enhancing Australia's ability at the border to identify and stop exotic pest species from entering Australia.
- Minimising the impact of established invasive species.
- Providing research, planning, and analysis for the EBO concerning technology, data compilation and innovation projects that aim to minimise environmental biosecurity risk.

The **Surveillance Section** is responsible for the design and coordination of the department's plant health surveillance policy and programs and drives the development of national surveillance capability through information sharing, data analysis and targeted investment. Put simply, our role is to determine who should look for what, where, when, why and how and then to interpret the results of that surveillance.

The **Preparedness and Response Section's** role is to build preparedness for plant pests and coordinate emergency responses, including through:

- Preparedness: Building departmental and national capacity and capability to prevent and prepare for responses to plant pest biosecurity threats, in collaboration with stakeholders.
- Response: Delivery of the national coordination and secretariat functions for agricultural and environmental pest responses.

Duties

The Job

Where you will play an important role:

The Invasive Species Research and Development Section has a role in the section to help with managing a range of environmental biosecurity research and project proposals and policy initiatives, including:

- [National Carp Control Plan.](#)
- Complying with International agreements.
- Environmental biosecurity performance indicators and metrics.
- Environmental biosecurity surveillance systems.

The Surveillance Section, is seeking candidates to fill two roles in the section:

The **first role** is in our programs team and has responsibility for the day-to-day coordination of the National Plant Health Surveillance Program (NPHSP) and its supporting initiatives.

This includes leading the design and implementation of the NPHSP Policy and Operational Plan; supporting the program Steering Committee and Operational Working Group; and collaborating with external stakeholders to ensure coordination of the surveillance system.

The **second role** is in our policy team and has responsibility for the strategic coordination of the department's plant health surveillance activity.

This includes leading the ongoing review and implementation of the department's Plant Health Surveillance Policy and Operating Model; supporting the department's internal surveillance coordination mechanisms; and collaborating with internal and external stakeholders to strengthen the surveillance system.

The Preparedness and Response Section has a role in the Preparedness Team leading the development and implementation of [National Action Plans](#) for the [National Priority Plant Pests](#) . This program management role provides an opportunity to drive preparedness on over 100 priority pests and diseases.

The role is responsible for:

- Organising and facilitating national workshops with over 70 stakeholders across industry, government and academia.
- Co-ordinating and analysing feedback to inform implementation plans and reviews
- Working with researchers and research development corporations to contribute to project proposals.
- Supporting plant pest preparedness opportunities on a national platform.

As a Senior Policy Officer in these roles, you will:

- Draft policy and program advice that brings together perspectives from across the department, government, and various stakeholder groups.
- Review scientific and technical information and communicate the details to various audiences.
- Prepare and draft documentation for a range internal and external stakeholders including correspondence, agenda papers, submissions, briefs, discussion papers and reports.
- Establishing and building networks with internal and external stakeholders from government and non-government organisations.
- Plan, manage, lead, report on and deliver programs and projects.
- Mentor, supervise and support junior members of the team.
- Maintain knowledge of legislative frameworks, government decision- making and agency guidelines and regulations.

Eligibility

What we are looking for Knowledge and experience

- Have a willingness to learn, ask questions, and be curious.
- Be a strong team collaborator, focused on achieving collective outcomes and fostering teamwork.
- Be someone with sound reasoning and logical analysis skills who can use scientific evidence and technical information to develop and drive outcomes.
- Have proven ability to communicate effectively with a range of audiences through clear, logical and succinct verbal and written communication.
- Have experience in establishing and maintaining strong networks with a range of government and non-government stakeholders.

These position suit people with an interest in science, project/program management, working on interesting, varied topics to make a difference in biosecurity outcomes for the environment and plant health. **Notes**

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: <https://www.apsc.gov.au/recruitability>

About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Liesl Taylor, liesl.taylor@aff.gov.au
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Attorney-General's

Vacancy VN-0758229

Administrative Review Tribunal

Closing Date: Sunday 25 May 2025

Corporate Branch People and Culture

Job Title	Senior HR Systems and Reporting Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Hobart TAS, Melbourne VIC, Sydney NSW, Perth WA, Darwin NT
Salary	\$94,563 - \$106,394
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid
Classification	APS Level 6
Position Number	42599
Agency Website	https://www.art.gov.au/

Job Description

<https://art.bigredsky.com/page.php?pageID=106>

Are you a reporting HR Systems whizz? Join our newly created team as a Senior HR Systems and Reporting Officer!

The Administrative Review Tribunal (ART) is currently seeking applications for a Senior HR Systems and Reporting Officer, to enhance the automation and streamlining of the HR System.

About the opportunity:

Working under limited direction of the Assistant Director HR Systems and Reporting, the HR Systems and Reporting Officer supports the design, development, and implementation of Human Resources (HR) systems process improvements, report capability and technical change requirements across the Tribunal.

An essential part of the role will be to assist in the administration of the Aurion Human Resources system including delivering functional enhancements and responding to reporting requests.

About the Tribunal:

The Administrative Review Tribunal plays a crucial role in the Australian legal landscape, providing a process for individuals and organisations to seek an independent review of decisions made under a wide range of Commonwealth laws.

You can learn more about the Tribunal on the [ART website](#).

What we offer:

- flexible working options, including flexi-time and remote working to support you with your commitments outside of work.
- competitive salary including generous superannuation employer contribution of 15.4%
- salary packaging options
- supportive career development opportunities

- access to holistic health and wellbeing programs support including Fitness Passport which provides discount to 350+ gyms, free annual influenza vaccinations and free eye tests
- generous leave allowances including Christmas to New Year office closure with no deduction from your leave balance
- Employee Assistance Program for you and your family
- positive and inclusive culture.

Read our [Enterprise Agreement](#) for more information about our terms and conditions of employment.

Duties

- **Achieve Results:** Lead systems administration activities, including user maintenance, environment management, incident resolution, service request management, end-user training, and report/query creation. Conduct testing and implementation of upgrades, system enhancements and general system maintenance. Develop objectives for short-term tasks and contribute to strategic planning for longer-term initiatives
- **Continuous Improvement:** Drive continuous improvement in payroll and human resource processes to enhance operational efficiency and align with the Tribunal's strategic priorities. Engage in regular feedback and continuous improvement initiatives. This includes upgrade testing, major configuration changes and enhancements.
- **Stakeholder Engagement:** Liaise with internal stakeholders and subject matter experts to ensure compliance with legislation, policies, and procedures across corporate systems. Strong interpersonal skills to build and maintain effective stakeholder relationships. Manage relationships with stakeholders to achieve work area and agency goals, including ability to explain complex technical information and negotiate outcomes.
- **Data and Reporting:** Demonstrated understanding and ability to extract data from HR systems and to utilise reporting tools. Proficiency in data extraction, manipulation, presentation, and analysis. Strong analytical skills to prepare accurate reports and provide detailed advice to stakeholders

About you:

You will be a self-motivated, reporting guru who enjoys working independently to problem solve.

To be successful in the role you will have:

- Technical knowledge and experience in HR systems administration, with a focus on Aurion.
- In-depth understanding of and compliance with relevant legislation and policy frameworks
- In-depth experience identifying key information for the preparation of reports and advice to stakeholders, with good attention to detail.
- The ability to develop, manage, and maintain complex internal and external relationships to ensure client and stakeholder needs are met.
- Proven ability to manage competing workloads and priorities effectively.
- Experience managing upgrades and ensuring compliance with technical change requirements.
- Demonstrated capacity for problem solving including research, analysis, testing and implementation.

Eligibility

- The Tribunal requires Australian Citizenship as a condition of engagement.

- All employees are required to undertake an Australian Federal Police Check and a Health Assessment.

Essential:

- Experience with the HRMIS Aurion
- Experience with Aurion Forms, Surveys, and workflows

Desirable:

- Experience with Business Process Automation (BPA)

More information about this position, the scope of the role, duties and required capabilities and experience, is contained within the Position Description, which is linked below and available on our [Career Opportunities](#) page.

Please submit a CV of no more than 4 pages and cover letter of no more than 2 pages addressing how you feel your experience matches the capabilities and experience of role, referring to the Position Description.

Notes

We are a Circle Back Initiative Employer and commit to responding to every applicant.

Please contact the Talent team on (02) 9276 5443 or recruitment@art.gov.au should you require assistance with accessing our website or with lodging your application.

Please note a merit list/pool may be created to fill future like vacancies. Suitable candidates on this merit list/pool may be contacted in relation to identical or similar non-ongoing and ongoing roles in the Tribunal, or the broader APS, within 18 months from the original advertised date in gazettal.

The Administrative Review Tribunal is an Equal Opportunities employer committed to providing an inclusive workplace that embraces diversity and inclusion for all employees. We encourage and welcome applications from people with disability, Aboriginal and Torres Strait Islander descent, culturally and linguistically diverse backgrounds, all genders, LGBTQI+ community and mature age people. If you have any support or access requirements, we encourage you to advise us if invited to interview.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: <https://www.apsc.gov.au/recruitability>

About the Administrative Review Tribunal

The ART plays a crucial role in the Australian legal landscape, providing a process for individuals and organisations to seek an independent review of decisions made under a wide range of Commonwealth laws. The ART can take a fresh look at decisions made by Australian Government ministers, departments and agencies – and, in limited circumstances, decisions made by state government and non-government bodies. It also can review decisions made under Norfolk Island laws. The ART comprises members, the independent statutory appointees who hear review applications, and staff, who provide services to support applicants and the review process, as well as the Tribunal's daily operations. You can learn more about the ART here: <https://www.art.gov.au/>.

To Apply

Position Contact	Scott Drury, 0416 013 462
Agency Recruitment Site	https://art.bigredsky.com/page.php?pageID=106

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Attorney-General's

Vacancy VN-0758138

Australian Financial Security Authority

Closing Date: Friday 16 May 2025

Regulatory Operations
 Enforcement Transition

Job Title	Regulatory Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Hobart TAS, Melbourne VIC, Perth WA, Sydney NSW
Salary	\$88,123 - \$95,173
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site;Flexible;Hybrid
Office Arrangement Details	On Site, Flexible and Hybrid arrangements available
Classification	APS Level 5
Position Number	31654
Agency Website	

Job Description

<https://www.afsa.gov.au/current-vacancies>

As a **Regulatory Officer**, you will play a key role in supporting the Enforcement Transition Team to implement a shift from traditional practices to a more modern, visible, and contemporary regulatory approach. This transition is being informed by current enforcement investigations, legal advice, and the adoption of best practice models from other regulators.

You will work under the guidance of senior officers to assist in delivering improved enforcement capability across AFSA. This includes contributing to casework, process reviews, and engagement activities that support the uplift of AFSA's regulatory posture.

You will assist the Director by consulting and collaborating with staff at various levels of the organisation to help build awareness, support implementation, and ensure operational consistency in new approaches. You will also be the primary case officer for agreed aspects of the team's work program, contributing to investigations and capability development activities.

This role may involve occasional travel to other locations within Australia and offers the opportunity to build your regulatory expertise in a national, multi-disciplinary setting.

Duties associated with this role may evolve over time and will be reviewed by the National Manager in consultation with the incumbent to reflect business and operational priorities.

Duties

- Maintain a strong understanding of contemporary regulatory practices.
- Demonstrate a commitment to upholding the APS Values, Code of Conduct, and Employment Principles.
- Actively promote and comply with Work Health and Safety (WHS) obligations, ensuring the health and safety of yourself and others.
- Support and embed AFSA's risk management framework and relevant legislation in day-to-day operations, including assisting others in identifying and mitigating risks.

All duties will be performed in accordance with:

- the APS Values, Code of Conduct and Employment Principles
- WHS obligations, taking responsibility for own health and safety and that of others
- AFSA's risk management framework and relevant legislation, including guiding others to identify and mitigate foreseeable risks.

Eligibility

Please note that this opportunity is open only to Australian Citizens. The successful applicant must have or be willing to undergo a security clearance to the level of Baseline as a condition of employment. To satisfy character requirements all AFSA employees must undergo a police records check.

Where a person has received a redundancy benefit from APS agency employment and their corresponding redundancy benefit period has not expired, they may be ineligible for employment. We encourage applications from peoples from culturally diverse backgrounds and people with disability.

Why AFSA?

You will enjoy excellent conditions including:

- Generous superannuation (15.4%)
- A modern work environment
- Access to Employee Assistance Provider
- Flexibility to balance work and personal life (including working from home arrangements and flexible start and finish times where applicable).

We are a workplace committed to providing an environment that values diversity and supports staff to reach their full potential. We encourage applications from Indigenous Australians, people from culturally diverse backgrounds and people with disability. At AFSA we encourage every

employee balance their family commitments and personal interests with flexible working options.

How to apply

Applications close **Friday 16 May 2025 at 11:59 PM AEST**

Applications for this vacancy are submitted online through the AFSA careers portal. Further instructions on how to apply can be found on the advertisement webpage. **Notes**

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: <https://www.apsc.gov.au/recruitability>

About the Australian Financial Security Authority

To Apply

Position Contact	Ros Shaw, NA
Agency Recruitment Site	https://www.afsa.gov.au/current-vacancies

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Attorney-General's

Vacancy VN-0758177

Commonwealth Ombudsman

Closing Date: Sunday 25 May 2025

Various
Various

Job Title	APS4 - Various Positions
Job Type	Full-Time;Part-Time, Ongoing
Location	Melbourne VIC, Sydney NSW, Brisbane QLD, Canberra ACT, Adelaide SA, Perth WA
Salary	\$76,351 - \$82,898
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Flexible work can be requested in line with operational requirements
Classification	APS Level 4
Position Number	Multiple
Agency Website	https://www.ombudsman.gov.au/

Job Description

<https://ombudsman.nga.net.au/cp/index.cfm?event=jobs.home&CurATC=EXT&CurBID=62AFB35D%2D9273%2D>

Who we are

We are the Office of the Commonwealth Ombudsman (OCO), National Student Ombudsman (NSO) and ACT Ombudsman (the Office). The Office safeguards the community in its dealings with the Australian Government, some private sector organisations and higher education providers. The Office primarily does this by handling complaints, conducting investigations, performing audits and inspections, making recommendations and encouraging good administration.

Our opportunities

We are looking to fill several existing and expected vacancies at the APS4 level. These roles are varied across branches and job families. We are looking for people who have broad experience in service and delivery, change and program management, policy and legislation, continuous improvement, integrity functions or similar.

Full-time and Part-Time roles are available. Operational needs will often require you to work part of the week in your local office with flexibility requests considered on a case-by-case basis. Offers will be based on candidate performance and operational requirements.

This process will also be used to establish a merit pool for future vacancies across the Office arising from the date of advertisement.

Duties

Roles and responsibilities

Duties are to be performed under broad direction of your supervisor and in accordance with the APS Code of Conduct, upholding the APS Values and upholding the office values of independence, impartiality, integrity, accessibility, and professionalism. Responsibilities and duties will be performed in line with APS Work Level standards for the classification and function of each position.

- Complaints Branch - Complaints Officers

- Defence, Investigations, ACT & Legal Branch - Assessment/Liaison Officers (Defence Abuse)
- Policy & Assurance Branch - Policy Officers, Assessment Officers

For information on each role please visit our [careers site](#) . **Eligibility**

Role specific

- **Assessment Officer**
 - Strong written communication skills and experience writing in plain English.
 - These positions are ideally suited to final year university students or recent graduates of law, criminology, international relations, or similar, but this is not mandatory.
- **Policy Officer**
 - A degree in law, social science, policy or humanities is desirable.
- **Complaints**
 - Experience handling complaints or working in a fast paced, complex customer service environment would be highly regarded

General

- All applicants must hold Australian Citizenship at the time of applying
- Be willing to undergo a National Police Check
- Some roles may require candidates to undertake a psychological assessment as part of their onboarding

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: <https://www.apsc.gov.au/recruitability>

About the Commonwealth Ombudsman

About the Office The purpose of the Office of the Commonwealth Ombudsman (the Office) is to: • provide assurance that the Australia Government entities and prescribed private sector organisations that the Office oversees, act with integrity and treat people fairly, and • influence enduring systematic improvement in public administration in Australia and the Pacific region. The Office does this through handling complaints, conducting investigations, performing audits and inspections and encouraging good administration. The Office also influences improvement in public administration in the Pacific region through collaboration with partner entities. The Office is statutorily independent within the Attorney-General's portfolio with the following separate titles that describe some of our specific powers and functions: • Defence Force Ombudsman • Postal Industry Ombudsman • Overseas Students Ombudsman • Private Health Insurance Ombudsman • Immigration Ombudsman • Law Enforcement Ombudsman • VET Students Loans Ombudsman. The Commonwealth Ombudsman is also the ACT Ombudsman. Further information about the Office is available at the Commonwealth Ombudsman website.

To Apply

Position Contact	HorizonOne, N/A
Agency Recruitment Site	https://ombudsman.nga.net.au/cp/index.cfm?event=jobs.home&CurATC=EXT&CurBID=62AFB35D%2

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Attorney-General's

Vacancy VN-0758182

Commonwealth Ombudsman

Closing Date: Sunday 25 May 2025

Various
Various

Job Title	EL1 - Various Positions
Job Type	Full-Time;Part-Time, Ongoing
Location	Melbourne VIC, Sydney NSW, Canberra ACT, Brisbane QLD, Adelaide SA, Perth WA
Salary	\$117,908 - \$127,324
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Flexible work can be requested in line with operational requirements
Classification	Executive Level 1
Position Number	Multiple
Agency Website	https://www.ombudsman.gov.au/

Job Description

<https://ombudsman.nga.net.au/cp/index.cfm?event=jobs.home&CurATC=EXT&CurBID=62AFB35D%2D9273%2D>

Who we are

We are the Office of the Commonwealth Ombudsman (OCO), National Student Ombudsman (NSO) and ACT Ombudsman (the Office). The Office safeguards the community in its dealings with the Australian Government, some private sector organisations and higher education providers. The Office primarily does this by handling complaints, conducting investigations, performing audits and inspections, making recommendations and encouraging good administration.

Our opportunities

We are looking to fill several existing and expected vacancies at the Executive Level 1 classification. These roles are varied across branches and job families. We are looking for people who have broad experience in service and delivery, change and program management, policy and legislation, continuous improvement, integrity functions or similar.

Full-time and Part-Time roles are available. Operational needs will often require you to work part of the week in your local office with flexibility requests considered on a case-by-case basis. Offers will be based on candidate performance and operational requirements.

This process will also be used to establish a merit pool for future vacancies across the Office arising from the date of advertisement.

Duties

Roles and responsibilities

Duties are to be performed under broad direction of your supervisor and in accordance with the APS Code of Conduct, upholding the APS Values and upholding the office values of independence, impartiality, integrity, accessibility, and professionalism. Responsibilities and duties will be performed in line with APS Work Level standards for the classification and function of each position.

- Assistant Director Complaints
- Assistant Director Industry Investigations
- Assistant Director Defence Abuse
- Assistant Director Law Enforcement & Integrity Oversight

For information on each role please visit our careers [site](#) . **Eligibility**

Role specific

- Investigations
 - Qualifications in Law, Government Investigations or other relevant disciplines are highly desirable. Prior experience at an Ombudsman scheme or integrity agency in-lieu of a qualification will be highly regarded.
- National Student Ombudsman
 - Experience in the higher education sector is highly desirable
- Law Enforcement and Integrity Oversight
 - Experience or knowledge in criminal and civil investigations, criminal law, law enforcement environments and/or litigation and the use of covert or intrusive powers is highly desirable.
 - An understanding of investigative and compliance processes within a law enforcement setting is highly desirable.
- Complaints
 - Experience in a service delivery environment, leading teams to manage complex and sensitive complaints.

General

- All applicants must hold Australian Citizenship at the time of applying
- Be willing to undergo a National Police Check
- Some roles may require candidates to undertake a psychological assessment as part of their onboarding

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: <https://www.apsc.gov.au/recruitability>

About the Office The purpose of the Office of the Commonwealth Ombudsman (the Office) is to: • provide assurance that the Australia Government entities and prescribed private sector organisations that the Office oversees, act with integrity and treat people fairly, and • influence enduring systematic improvement in public administration in Australia and the Pacific region. The Office does this through handling complaints, conducting investigations, performing audits and inspections and encouraging good administration. The Office also influences improvement in public administration in the Pacific region through collaboration with partner entities. The Office is statutorily independent within the Attorney-General's portfolio with the following separate titles that describe some of our specific powers and functions: • Defence Force Ombudsman • Postal Industry Ombudsman • Overseas Students Ombudsman • Private Health Insurance Ombudsman • Immigration Ombudsman • Law Enforcement Ombudsman • VET Students Loans Ombudsman. The Commonwealth Ombudsman is also the ACT Ombudsman. Further information about the Office is available at the Commonwealth Ombudsman website.

To Apply

Position Contact	HorizonOne, N/A
Agency Recruitment Site	https://ombudsman.nga.net.au/cp/index.cfm?event=jobs.home&CurATC=EXT&CurBID=62AFB35D%2

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Attorney-General's

Vacancy VN-0758281

Office of the Australian Information Commissioner

Closing Date: Thursday 22 May 2025

Job Title	EL1 Senior Lawyer, Corporate Legal Services
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Sydney NSW, Canberra ACT, Melbourne VIC, Brisbane QLD, Adelaide SA, Hobart TAS, Perth WA, Darwin NT
Salary	\$122,146 - \$130,659
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible;Hybrid
Office Arrangement Details	Hybrid
Classification	Executive Level 1
Position Number	N/a
Agency Website	https://www.oaic.gov.au/about-us/

Job Description

<https://www.oaic.gov.au/about-the-OAIC/join-our-team>

Senior Lawyers (EL1) report directly to a Principal Lawyer and work closely with the Principal Director (Head of Legal), other Senior Lawyers and Lawyers.

You play an integral role in supporting the Corporate Legal Services team which is responsible for the delivery of independent and expert legal advice to the OAIC's Commissioners and Executive and managing the conduct of litigation brought against the OAIC. The role supports OAIC functional areas to access external legal support where needed, and to identify and manage legal risk. Corporate Legal Services staff may appear for the Information Commissioner in tribunals on lower-risk matters and instruct external lawyers on higher-risk matters and court-based litigation. Corporate Legal Services will also support the Information Commissioner to certify compliance with the legal services directions. Corporate Legal Services will contribute to the delivery of the OAIC's stated priorities and principles.

You will also support the OAIC's shift towards a more harm-focused approach that actively engages with risk to develop legally sound solutions.

You will maintain a high level of integrity and discretion and abide by the APS Code of Conduct, combined with a demonstrated understanding of the principles and practices of WH&S, equity, and diversity in the workplace.

Duties

Duties may include:

- Conducting legal research and preparing legal advice (oral and written) for the Executive on administrative law and statutory interpretation
- Managing complex litigation
- Preparing and providing legal input into briefs and submissions on law reform

- Providing expert legal advice on a range of matters across numerous legislative instruments
- Providing corporate legal services to the OAIC in a broad range of areas relevant to public administration including advising on contracts, employment law and Memoranda of Understanding
- Leading, guiding and developing your staff, as required.
- Liaising effectively with internal stakeholders including the business areas, and with external stakeholders, including external legal service providers and other government agencies
- Representing Legal Services and the OAIC at internal and external forums

Eligibility

We are seeking applications from candidates who have:

- Legal qualifications including the ability to obtain and maintain a practicing certificate
- Experience operating in a regulatory environment
- Broad legal experience working with/in government, including litigation experience
- Knowledge of the *Freedom of Information Act 1982* and the *Privacy Act 1988* (desirable)
- Ability to provide impartial and forthright advice
- *Desirable:* Experience in leading, guiding and mentoring a team.

Notes

The OAIC operates a hybrid work model with a combination of remote working and office attendance. Whilst the OAIC office is located in the Sydney CBD (and preferred), we will consider candidate applications from all other locations within Australia.

About the Office of the Australian Information Commissioner

The Office of the Australian Information Commissioner (OAIC) is an independent agency within the Attorney-General's portfolio. Our primary functions are privacy, freedom of information and government information policy. Our responsibilities include conducting investigations, reviewing decisions, handling complaints, and providing guidance and advice.

To Apply

Position Contact	Joanne Masters, 02 9432 7069
Agency Recruitment Site	https://www.oaic.gov.au/about-the-OAIC/join-our-team

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Attorney-General's

Vacancy VN-0758282

Office of the Australian Information Commissioner

Closing Date: Thursday 22 May 2025

Job Title	EL2 Principal Lawyer, Corporate Legal Services
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Darwin NT, Sydney NSW, Canberra ACT, Brisbane QLD, Perth WA, Adelaide SA, Hobart TAS, East Melbourne VIC
Salary	\$141,876 - \$161,916
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible;Hybrid
Office Arrangement Details	Hybrid
Classification	Executive Level 2
Position Number	N/a
Agency Website	https://www.oaic.gov.au/about-us/

Job Description

<https://www.oaic.gov.au/about-the-OAIC/join-our-team>

Reporting to the Principal Director, Head of Legal Services, you will contribute to the work of the OAIC's Corporate Legal Services team which is responsible for the delivery of independent and expert legal advice to the OAIC's Commissioners and Executive and managing the conduct of litigation brought against the OAIC. You will support OAIC functional areas to access external legal support where needed, and to identify and manage legal risk.

Duties

- Leading, guiding and mentoring a team of lawyers with a focus on fostering professional development
- Ensuring each matter is managed strategically and efficiently, risks are mitigated, and strive to achieve the desired outcome for the OAIC and the Australian public
- Overseeing the preparation of materials for consideration by the Commissioners, ensuring accuracy and deadlines are met
- Providing expert legal advice on a range of matters across numerous legislative instruments
- Exercising delegation and sound judgement on the principles of good administrative decision making
- Providing expert advice and guidance on regulatory and operational matters to the Commissioners, outlining risks and opportunities
- Positioning the OAIC and its regulatory posture to be responsive to emerging risks and aligned with community and government expectations
- Developing and maintaining effective and productive networks across portfolio agencies, government, academia, private sector and the Minister's Office positioning the OAIC as a trusted regulator

- Coordinating submissions and where required, representing the OAIC in complex matters before parliamentary committees and other public and government forums.

Eligibility

- Section 22 of the Public Service Act 1999 requires that APS employees must be Australian citizens.
- There are restrictions on employment of people who have, within the previous 12 months, accepted a redundancy benefit from an APS agency or a non-APS Commonwealth employer.
- For the duration of your employment with the OAIC you will be required to obtain and maintain an Australian Government security clearance at the Negative Vetting Level 1 and meet required background, identification and character checks.
- Note: All duties are to be performed in accordance with the APS Code of Conduct and APS Values and OAIC policies, including Workplace Diversity and Work Health and Safety. Under section 25 of the Public Service Act 1999 the OAIC may re-assign the duties of an employee from time to time

Notes

About the Office of the Australian Information Commissioner

The Office of the Australian Information Commissioner (OAIC) is an independent agency within the Attorney-General's portfolio. Our primary functions are privacy, freedom of information and government information policy. Our responsibilities include conducting investigations, reviewing decisions, handling complaints, and providing guidance and advice.

To Apply

Position Contact	Joanne Masters, 02 9432 7069
Agency Recruitment Site	https://www.oaic.gov.au/about-the-OAIC/join-our-team

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Defence

Vacancy VN-0757790

Department of Defence

Closing Date: Sunday 25 May 2025

Capability Acquisition and Sustainment Group
CASG Business Management

Job Title	Engineering & Technical Workforce Management Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$95,187 - \$108,734
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	CASG/03615/25
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=B9ADCE91-3BF7-1CC8-549E-E3C355FCB834>

Duties

The Role

The Engineering and Technical Workforce Management Officer will work under broad guidance from the Deputy Director Engineering Officer.

- This exciting opportunity will suit an experienced technical professional who is looking to join a highly complex engineering environment to provide workforce planning support for the Engineering and Technical occupations in Defence.
- You will apply specialist technical knowledge to support workforce planning that includes undertaking research and analysis to identify issues and trends specific to the Engineering and Technical roles within Defence.
- Collaborate with key stakeholders to support workforce-planning activities for Engineering and Technical workforce.
- Support delivery of the engagement strategy between the ETML Division and technical staff across Defence which may include but not limited to, managing web content maintained by the Branch, acting as secretariat for meetings, and coordinating newsletters and domain updates concerning the Engineering and Technical workforce.
- Work with industry partners to identify attraction and retention measures, including outreach coordination and implementation across the group.

About our Team

The Engineering and Technical (E&T) Directorate is located within the newly established Engineering, Technology and Materiel Logistics (ETML) Division in Capability Acquisition and

Sustainment Group (CASG). This is an integrated team comprising of APS, ADF and contractor personnel.

The E&T Directorate provides the engineering and technical services required to support capability delivery in business units across CASG, Naval Shipbuilding and Sustainment Group and Guided Weapons and Explosive ordnance Group. As the First Assistant Secretary of the ETML Division is the Job Family Sponsor for the APS Engineering and Technical workforce within Defence, the directorate is also responsible for providing leadership, direction and guidance in managing this Job Family Function.

Our Ideal Candidate

- Experience working in the technical or Defence industry, with some understanding of current trends and challenges impacting the Engineering and Technical labour market.
- Proven experience in stakeholder engagement across various cohorts.
- Excellent written and oral communication skills, including attention to detail.
- Ability to prioritise and meet deadlines.
- Proven ability to work effectively to deliver results both within a team environment or autonomously.

Eligibility

Security Clearance

Applicants must be able to obtain and maintain a security clearance of 'Negative Vetting 1'.

Mandatory Qualification

This is a technical position requires the individual to have obtained a recognised Australian Qualifications Framework (AQF) Level 6 qualification in a relevant technical domain or have relevant skills and work experience such that an individual can reasonably achieve a recognised AQF qualification if required by the position

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: <https://www.apsc.gov.au/recruitability>

About the Department of Defence

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To Apply

Position Contact	Julianne Wake, 02 4077 8961
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=B9ADCE91-3BF7-1CC8-549E-E3C355FCB834

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Defence

Vacancy VN-0757887

Department of Defence

Closing Date: Sunday 25 May 2025

Naval Shipbuilding and Sustainment Group
Submarines

Job Title	Executive Assistant
Job Type	Full-Time, Ongoing
Location	Russell ACT
Salary	\$79,176 - \$86,438
Future Merit Locations	Russell
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 4
Position Number	NSSG/03657/25
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=6618228B-29B2-2B61-D62D-E3C39524D4C7>

Duties

The Role

Submarines Division are seeking a highly motivated individual to provide executive support to Assistant Secretary Submarines.

A well-organised executive office is crucial to a smooth operational Division. To be successful within this role, you will have the ability to manage a dynamic calendar, organise meetings, arrange domestic and international travel and manage office systems. You will be required to be a forward thinker, and regularly provide assistance in communication systems and IT support.

About our Team

Submarines Division is within the Department of Defence, Naval Shipbuilding and Sustainment Group. Submarines Division exists to deliver enduring, potent and credible Submarine capability vital to Australia's national security. The Submarine capability we deliver includes the Submarines themselves, their support systems and the associated sovereign industrial base.

The division works in partnership with the Royal Australian Navy and Industry to deliver a strategic Submarine capability to the nation. You will have access to generous and attractive working conditions as an Australian Public Servant in Defence. Working for Defence will support you in balancing work life with family and other priorities.

You can access a variety of flexible working arrangements, including part-time work, occasionally working from home and working hours that are not always nine to five. Information on Defence employees' working conditions, including an attractive remuneration package that may respond to industry variations and a generous superannuation contribution (15.4%), can be sourced from the Defence Enterprise Agreement. If you require further information, please email nssg.submarines.workforcemgt@defence.gov.au

Our Ideal Candidate

The Executive Assistant role is a position of trust and discretion. It is essential that the candidate is professional; works well under pressure and has strong communication skills.

- The candidate will need to work effectively in a fast-paced environment, pay close attention to detail and proactively anticipate the needs of your senior leader.
- The candidate will be organised, have a high level of personal initiative, excellent time management and be able to work independently as well as alongside the rest of the Submarines Team.
- The candidate will need to be personable, enjoy dealing with people from diverse backgrounds and exemplify APS values—driving a positive culture across the Division.

Eligibility

Security Clearance

Applicants must be able to obtain and maintain a security clearance at "Negative Vetting Level 1".

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: <https://www.apsc.gov.au/recruitability>

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To Apply

Position Contact	NSSG Submarines Workforce Management, Number Withheld
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=6618228B-29B2-2B61-D62D-E3C39524D4C7

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Defence

Vacancy VN-0757920

Department of Defence

Closing Date: Sunday 25 May 2025

ARMY
Forces Command

Job Title	Logistics Staff Officer
Job Type	Full-Time, Ongoing
Location	Paddington NSW
Salary	\$95,187 - \$108,734
Future Merit Locations	Paddington
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	ARMY/03777/25
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=82D51A78-A912-5924-C4B0-E3C3CDCF7453>

Duties

The Role

Headquarters Forces Command (HQ FORCOMD) is seeking an APS 6 Logistics Staff Officer Level 2 (SO2) to join the Logistics Branch. The ideal candidate would be responsible for leading a small APS team to manage the introduction into service, sustainment, and disposal of equipment, goods and services to a third of army's units, being the training establishments under command HQFORCOMD located in various bases around Australia.

The candidate is required to liaise with unit logistics staff, and provide advice to the various staff functions within HQ FORCOMD to advocate for Sustainment considerations and Training Centre needs. The candidate will be required to understudy, and potentially long-term takeover, program management for training sustainment, a budget of \$75m.

The role has considerable level of stakeholder engagement, requires diplomatic and intelligent balancing of unit requests and Army log capacity as it relates to Army capability. They must demonstrate considerate leadership qualities and establish harmonious working relationships with their small team and across staff functions in the HQ. The role requires personnel management of APS subordinates and reports to an Army LTCOL logistics officer.

The duties of the APS 6 SO2 Materiel Sustainment occupation in Defence include the following:

- Represent HQFORCOMD interests in allocated equipment working groups and program reviews.
- Support Capability Manager Representative (CMR)/CASG-led Introduction Into Service (IIS), sustainment, and disposal activities throughout training establishments.
- Inform rebalancing and adjustments to materiel entitlements and holdings.
- Provide input to staff planning, review IIS Directives, Training Implementation Plans (TIP), and other policy drafts.
- Build and sustain effective relationships with team members and actively participate in team work, group activities and ongoing professional development (as lead and participant).
- Resolve problems using expertise, taking the initiative to identify alternative courses of action.

Some infrequent travel to AHQ and training establishments will facilitate familiarisation to the role, relationship building, and the performance of duties, however most meetings are conducted virtually. Department of Defence APS at Victoria Barracks are eligible for free membership to the gym and paid membership to the Victoria Barracks Officers Mess (this role is aligned to the Army Major cohort). Mess membership includes numerous work/life benefits and ongoing professional development opportunities. Free parking is available on base. Located close to multiple public transport options.

The Workplace Environment will include:

- Generic screen based.
- Graphical/Analytical based.
- Sitting at desk.
- Lifting 0-15kg.
- Distance walking (i.e. large building or inter-building transit).
- Frequent travel - Vehicle.
- Frequent travel - Aeroplane.
- Peaks & Troughs.

About our Team

HQFORCOMD commands majority of the training establishments in Army and acts as the G7 (the training SME) to the Chief of Army. The Logistics Branch supports the sustainment of equipment and programs to the training establishments. The Logistics Branch includes commodities, contracts, engineering, logistic operations, infrastructure, and sustainment.

The Sustainment Cell conducts program management of training systems (led by another SO2, an Army Major), and the program management of 70 x programs (led by this SO2 position and supported by 2 x APS 5 who are long term team members and very experienced in their roles).

The position reports to an Army SO1 LTCOL logistics officer. Your Army supervisor and Army colleagues will change every 1-3 years due to posting cycles. The Sustainment Cell (Program Management team) is responsible for the management (IIS, sustainment and disposal) of equipment, goods and services to the training establishments.

Our Ideal Candidate

Our ideal candidate will possess:

- Solid leadership and change management skills, with a strong understanding of defence capability and logistics practices.
- Understanding of Defence's mission and the Defence Logistics framework.
- Alignment to APS and Defence policy and values.

- Strong computer skills - primarily, PowerPoint, excel, MS word, and quick to learn new ICT systems.
- Professional writing skills - primarily email correspondence, task orders, and directives.
- Experience in teamwork.
- Leadership potential and consultative leadership style.
- Bias for action, self-motivated and proactive to identify improvements.
- Ability to keep team accountable for results.

Eligibility

Security Clearance:

Applicants must be able to obtain and maintain a security clearance at "Negative Vetting Level 1".

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: <https://www.apsc.gov.au/recruitability>

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To Apply

Position Contact	Demelza Newlove, 03 9290 5104
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=82D51A78-A912-5924-C4B0-E3C3CDCF7453

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Defence

Vacancy VN-0757930

Department of Defence

Closing Date: Sunday 25 May 2025

Joint Operations Command
Headquarters Joint Operations Command

Job Title	Assistant Director, Networks and Partnerships
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Queanbeyan NSW
Salary	\$120,303 - \$135,701
Future Merit Locations	Canberra, Queanbeyan
Office Arrangement	Work From Home;On Site;Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 1
Position Number	JOC/03786/25
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=3728F33A-9753-46BC-91BB-E3C3CF208384>

Duties

The Role

The Assistant Director, Networks and Partnerships, is the focal point for ACMC’s whole-of-Centre engagement activities. The position plays an integral role for the ACMC in identifying and maintaining networks and partnerships with civilian, military and police stakeholders.

These networks are utilised across the Centre to improve civil-military-police coordination in Australia and across the region. Key themes of current focus in ACMC civil-military-police networks include Protection of Civilians in Armed Conflict, Women, Peace and Security, and Humanitarian Assistance and Disaster Relief.

The successful candidate will be expected to bring their civilian-military-police subject matter knowledge and experience, strategic engagement, and stakeholder management skills to the following activities:

- Facilitate, develop and maintain centre-wide strategic partnerships on priority topics (especially Women, Peace and Security, Protection of Civilians in Armed Conflict, and Humanitarian Assistance in Disaster Relief) among regional partners and non-government organisations across the Indo-Pacific;
- Facilitate and build centre-wide relationships with other government agencies;
- Be a point of reference to support the Executive and Deputy Executive Directors in engaging strategic partners;
- Provide and/or support the secretariat role for key domestic engagements and regional civil-military-police fora;
- Support civil society engagement and program implementation in line with ACMC’s responsibilities under the Australian Government’s Women, Peace and Security National Action Plan;
- Support the establishment and maintenance of civil-military-police forums and communities of interest to discuss and collaborate on priority themes/topics;

- The position reports to the Director of Partnerships and Preparedness.

About our Team

The Australian Civil-Military Centre's (ACMC) mission is to strengthen Australian and regional civil-military-police capacity and capability to respond more effectively to crises and contingencies. In implementing its mission, the ACMC promotes better practice civil-military-police coordination and interactions to achieve operational objectives.

ACMC is a small dynamic organisation with approximately 25 staff drawn from permanent staff from the Department of Defence augmented by seconders from Australian Government departments and agencies, the New Zealand Government, and the Australian Council for International Development (Australia's peak non-government sector body).

The Partnership and Preparedness Directorate mobilises and delivers ACMC's civil-military-police knowledge and content. By developing and maintaining networks throughout relevant government, non-government and regional channels, the team enables ACMC to design and deliver knowledge and content in line with its overarching ambition to strengthen Australian and regional civil-military-police capacity and capability to respond more effectively to crises and contingencies.

Our Ideal Candidate

To be successful in this role, the applicant will be able to demonstrate strategic engagement and stakeholder management skills. The applicant should also be familiar with whole-of-government engagement processes, including secretariat and chairing duties of domestic and regional forums that incorporate a variety of agencies and portfolios.

The applicant should have subject matter knowledge and/or expertise in at least one of the three priority civil-military-police coordination topics:

- Protection of Civilians in Armed Conflict;
- Women, Peace and Security; and
- Humanitarian Assistance and Disaster Relief.

Finally, the applicant will be able show considerable initiative, be self-motivated, resilient and able to work with limited direction. The role is likely to require occasional travel, domestic and international.

Eligibility

Security Clearance:

Applicants must be able to obtain and maintain a security clearance at "Negative Vetting Level 1".

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: <https://www.apsc.gov.au/recruitability>

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work-life balance, recognition, a flexible and supportive work environment and a diverse workforce. To find out more about a career with Defence please visit <https://www.defence.gov.au/jobs-careers>

To Apply

Position Contact	Peter Giugni, 0487 582 702
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=3728F33A-9753-46BC-91BB-E3C3CF208384

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Defence

Vacancy VN-0757995

Department of Defence

Closing Date: Sunday 01 June 2025

Capability Acquisition and Sustainment Group
Joint Systems

Job Title	Contract Management Officer
Job Type	Full-Time, Ongoing
Location	Russell ACT
Salary	\$95,187 - \$108,734
Future Merit Locations	Russell
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	CASG/03835/25
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=D1A4A18A-2C5D-422A-81BD-E3D45789E0B9>

Duties

The Role

The Electromagnetic Warfare Intelligence Maritime Systems Program Office (EWIS-M SPO) is seeking a highly professional, motivated APS 6 Contract Management Officer to join the Business Management Unit (BMU) based at Russell Offices, ACT. The Contract Management Officer is responsible for delivery of commercial and contract management outcomes for EWIS-MSPO.

You will be involved with a wide range of commercial activities, including the engagement of capability acquisition and sustainment Industry Partners and other critical Defence Capability Delivery Partners. The APS 6 Contract Management Officer is primarily responsible for the management of contract and procurement activities for the SPO.

You will provide guidance, advice and oversee the development and management of complex, commercially sensitive reports, submissions, contract change proposals in line with Australian Government and Defence policies and legislation. This includes the day-to-day management of contracts under the Defence Support Service Panel (DSS) arrangements including implementing contractual requirements and managing supplier performance and financial responsibilities.

As part of the BMU team, you will operate both independently and as part of a team. You will be required to exercise sound judgement in interpreting policy and provide advice in relation to complex work and contribute to strategic planning, program and project management and policy development. You will be relied upon to provide comprehensive decision-making and have keen attention to detail. To be successful in the role you need to have demonstrated experience providing commercial and contract support activities to a range of stakeholders in a fast-paced dynamic environment.

This role is eligible for an additional remuneration benefit known in Defence as a Building Defence Capability Payment (BDCCP). This enables Defence to provide a premium, in addition to the base salary otherwise payable under the Defence Enterprise Agreement (DEA), for positions in occupational disciplines/classifications that are critical to Defence capability. For further information, please contact the contact officer.

About our Team

EWIS-M SPO currently manages a number of electronic warfare systems fitted to both the surface and sub-surface fleet, such as the Nulka Decoy product and various Sensors and Electronic Attack products in both acquisition and sustainment phases. EWIS-M SPO delivers these capabilities to both the Australian Defence Force and United States Navy.

EWIS-Maritime SPO is widely dispersed across Australia with this position based at the Russell Office, ACT. The successful

applicant will participate in an integrated team, including APS, military and contractor staff, to ensure the supported Electronic Warfare capabilities are delivered to the ADF and supported in accordance with operational and compliance requirements, budget, and service agreements.

The EWIS Business Units are comprised of members of diverse skills and disciplines who work together to provide governance, assurance and enabling services to support a wide variety of activities undertaken by EWIS Program Management Office and SPO Business Units.

This role within EWIS-M SPO offers an enthusiastic individual an exciting opportunity enhance their commercial and contract officer skills in a Defence environment. The successful candidate will be provided with a supportive team environment and significant professional development opportunities to help progress in their career.

EWIS-M SPO has a demonstrated high performing culture and significantly above average employee satisfaction ratings based on recent Culture and Behaviours surveys. The successful candidate can expect to be challenged in their role and supported by an inclusive and considerate team and leadership group.

Our Ideal Candidate

The successful candidate will have:

- A record of achievement in Contract Management and Contracting Governance activities, sound commercial and business acumen and demonstrated understanding of the Australian Defence Industry sector;
- Demonstrated experience to think strategically and develop plans and processes to enhance the achievement of contract management outcomes within the Australian Government framework;
- Strong verbal and written communications skills with excellent attention to detail;
- Demonstrated Contracting and procurement experience;
- Excellent stakeholder engagement and communication skills, with a high drive to achieve organisational and team objectives;
- Demonstrated ability to manage own workflow with completing priorities and varying levels of complexity;
- A high level of organisation skills and initiative, with the ability to negotiate and influence others to achieve tasks and business objectives;
- An understanding of the ASDEFCON and Defence Commercial Policies.

Eligibility

Security Clearance:

Applicants must be able to obtain and maintain a security clearance at "Negative Vetting Level 2".

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: <https://www.apsc.gov.au/recruitability>

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To Apply

Position Contact	Ellie Carson, 07 3512 0150
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=D1A4A18A-2C5D-422A-81BD-E3D45789E0B9

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Defence

Vacancy VN-0758002

Department of Defence

Closing Date: Sunday 25 May 2025

Defence Intelligence Group
 Australian Geospatial-Intelligence Organisation

Job Title	Analysts
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Russell ACT
Salary	\$86,887 - \$93,066
Future Merit Locations	Canberra, Russell
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 5
Position Number	DIG/03809/25
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=D66E4428-8130-ED4C-3979-E3D4905BFDCC>

Duties

The Role
 Do you:

- Want to be part of a team that is “Protecting our Horizons, Mapping our Future”?
- Want to contribute to Australia’s national security?
- Have an aptitude for learning?
- Have an interest in geopolitics?
- Have an interest in space or communications systems?
- Enjoy working in a fast-paced environment?
- Want to be part of a high performing team?

As an APS 5 geospatial intelligence analyst you will perform the following tasks to achieve outcomes:

- Perform imagery and GEOINT analysis to deliver analytical products.
- Draft intelligence reports, briefs and documentation for Defence, the National Intelligence Community, and government.
- Work collaboratively with domestic and international stakeholders.
- Build and sustain effective relationships across the branch.
- Use initiative to design intelligence solutions and overcome challenges.

This role is eligible for an additional remuneration benefit known in Defence as a Building Defence Capability Payment (BDGP). This enables Defence to provide a premium, in addition to the base salary otherwise payable under the Defence Enterprise Agreement (DEA), for positions in occupational disciplines/classifications that are critical to Defence capability. For further information, please contact the contact officer.

About our Team

The Australian Geospatial-Intelligence Organisation (AGO) is seeking highly motivated and professional candidates to fill a range of APS 5 Geospatial Intelligence Analyst positions in the Intelligence and Insights (I&I) Branch. I&I Branch is focussed on using unique intelligence tradecraft to deliver against mission priorities. We are innovative and collaborative. We work closely with domestic and international partners and always ensure compliance with Australian legislation.

We are inclusive and welcoming, and will embrace your identity while appreciating your unique contributions to the AGO mission. We are looking for people from a broad range of backgrounds to join our team. APS 5 analysts in I&I Branch perform and deliver complex geospatial intelligence work as part of an intelligence team. They conduct specialist research and analysis to support operational and policy partners.

Our Ideal Candidate

Our ideal candidate is collegiate, forward leaning, creative, and committed to advancing Australia’s national security interests.

As an individual, you will:

- Use analytical skills to deliver outcomes for the Australian Government.
- Solve problems in support of government decision-making and Defence requirements.
- Respond positively to tight deadlines and changing requirements in high-pressure situations.
- Contribute to a positive work culture and strive to build your knowledge and tradecraft.
- Actively contribute to strategic discussions with a view to making improvements.
- Have a well-developed ability to anticipate future obstacles and opportunities.
- Possess highly developed communication and stakeholder engagement skills to represent AGO to external parties with confidence and self-assurance.

Eligibility

Security Clearance

Prior to commencement, successful applicants will be required to undergo a psychological assessment and an extensive security clearance process. As a Positive Vetting clearance is required, applicants must be Australian Citizens; be able to account for their personal background for their whole life; and be able to demonstrate suitability to work in a high security intelligence environment.

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: <https://www.apsc.gov.au/recruitability>

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To Apply

Position Contact	DIG Recruitment, 02 5109 0095
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=D66E4428-8130-ED4C-3979-E3D4905BFDCC

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Defence

Vacancy VN-0758025

Department of Defence

Closing Date: Sunday 25 May 2025

Capability Acquisition and Sustainment Group
Joint Systems

Job Title	Software Engineer
Job Type	Full-Time, Ongoing
Location	Edinburgh SA
Salary	\$95,187 - \$108,734
Future Merit Locations	Edinburgh
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	CASG/03837/25
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=6653440F-686B-C76A-D943-E3D490340A70>

Duties

The Role

- Are you an experienced Software Engineer or have experience in a related field?
- Are you interested in applying your expertise to support the development of exciting, world-leading technology?
- Would you like to join a dynamic team in a great workplace and work in an interesting role?

The Electromagnetic Warfare and Intelligence Systems (Maritime) Systems Program Office (EWIS-M SPO) is seeking a highly motivated APS 6 Software Engineer to apply their skills to an exciting portfolio of work in support of delivering capabilities to the Australian Defence Force.

As a Software Engineer in EWIS-M SPO, you will have exceptional stakeholder engagement; excellent verbal and written communication and negotiation skills. You will be relied upon to assist with specialist professional knowledge of risks associated with developmental and advanced technologies, including recommendations to mitigate technology development risk in a complex environment.

The role will see you will provide detailed software engineering technical and professional advice in relation to complex work. You will contribute to strategic planning, engineering and project management and policy development.

The right candidate will show the flexibility to respond to the changing context and shifting

priorities of the Defence environment and the agility to realign resourcing to meet new demands. In this role you will provide support and guidance to your team to ensure they are sensitive to Defence Strategic direction and to excel, while exercising a significant degree of independence.

About our Team

EWIS-M SPO provides acquisition and sustainment support for a number of maritime electronic warfare systems and specialist signals intelligence capabilities. The SPO delivers these capabilities to both the Australian Defence Force (ADF) and United States Navy. This role will form part of the Modernisation of Maritime Electronic Warfare (MMEW) Project.

The Project is the largest within EWIS-M SPO, and is critical in developing Australian sovereign technology and transforming it into capability. MMEW operates under a continuous capability development and delivery framework to support maritime electromagnetic manoeuvre warfare.

EWIS-M SPO is widely dispersed across Australia, with this position based in Edinburgh, SA. The successful applicant will participate in an integrated team, including APS, ADF and Contracted staff, to deliver and sustain capabilities in accordance with operational and compliance requirements, budget, and service agreements.

This role within EWIS-M SPO offers an enthusiastic individual an exciting opportunity to develop key software engineering skills in a Defence environment. The successful candidate will be provided with a supportive team environment and significant professional development opportunities to help progress in their career.

EWIS-M SPO has a demonstrated high performing culture and significantly above average employee satisfaction ratings based on recent Culture and Behaviours surveys. The successful candidate can expect to be challenged in their role and supported by an inclusive and considerate team and leadership group.

Our Ideal Candidate

The successful candidate will have:

- Skills and experience in software engineering, ideally with insight into electronic warfare systems and/or agile software development;
- Demonstrated experience analysing engineering risks and assisting stakeholders with mitigation options;
- The ability to monitor and ensure safety aspects of Defence materiel systems are considered and incorporated into software engineering activities;
- Assess technical and design packages, provide recommendations and contribute to the implementation of actions;
- Engineering knowledge and experience to identify risks and uncertainties to support decision making and priority setting;
- Demonstrated experience working with diverse teams in a complex environment;
- Excellent communication and customer engagement skills;
- Effective problem solving and deductive reasoning skills;
- High-level organisational skills, self-drive and initiative to achieve tasks and business objectives;
- Evaluate delivered materiel ensuring legislative, policy and regulatory frameworks are met; and
- Defence specific training will be provided to the successful candidate to ensure they have the knowledge and skills to undertake the role effectively.

Eligibility

Security Clearance:

Applicants must be able to obtain and maintain a security clearance at "Negative Vetting Level 2".

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: <https://www.apsc.gov.au/recruitability>

About the Department of Defence

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To Apply

Position Contact	Ellie Carson, 07 3512 0150
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=6653440F-686B-C76A-D943-E3D490340A70

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Defence

Vacancy VN-0758038

Department of Defence

Closing Date: Sunday 25 May 2025

Defence Digital Group
Enterprise Systems

Job Title	Chapter Lead Project Management and Support
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Melbourne VIC
Salary	\$139,618 - \$167,659
Future Merit Locations	Canberra, Melbourne
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 2
Position Number	DDG/03844/25
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=61D40BAF-DC4A-1C14-D257-E3D4921844B7>

Duties

The Role

Are you an experienced IT Project Manager who is looking to get off the tools and help develop and coach other project managers?

Defence Digital Group has built a large team (the chapter) of Project Managers and are seeking an experienced Project Manager to provide expert guidance as the Chapter Lead. As a Chapter Lead, you are responsible for leading the professionalisation of DDG Project Managers and will mentor, guide and support junior and senior project managers and project support officers to realise industry best project management. In addition, you will be responsible for the review and development of standardised project templates and to champion the adoption and use of key project management tools such as ServiceNow.

The role sits within the DDG Program Management Office (PrMO), where you will be supported by several other Chapter Lead peers, each focused on other key project skill areas. This is a unique role in DDG that has been created to ensure the continual development of our people and successful delivery of our digital capability projects.

DDG is currently delivering a transformation program that focusses on both our organisational operating model and the technology platforms that underpin the Department. The successful candidate will have an opportunity to lead and influence the development and adoption of Agile Ways of Working in support of delivering globally proven best-in-class technology platforms. The Department will be creating merit pools to fill vacancies across the Organisation over the next 18 months as a result of this activity.

This role is eligible for an Individual Flexibility Arrangement which allows Defence to provide additional remuneration to the base salary and/or the variation of other conditions provided for in the Defence Enterprise Agreement (DEA). For further information, please contact the contact officer.

About our Team

Defence Digital Group (DDG) is delivering Defence ICT capability of the future - capitalising on best in class global platforms supported by best in class sovereign capabilities. By adopting modern architecture and platforms that are scalable, reliable, performant and safe, we will meet the demand of our integrated Defence force to be ready to fight and win in the digital age.

Our Ideal Candidate

Our ideal candidate will:

- Be a people focused leader who understands how to build high-performing teams.
- Have extensive project management experience working on large and complex IT programs and projects.
- Demonstrate empathy and an ability to understand and support people.
- Have strong coaching and mentoring skills and experience, including an ability to coach experienced peers.
- Demonstrate a commitment to continuous improvement and career long learning.
- Be able to plan a way forward that aligns to strategic goals with minimal direction.
- Have an excellent ability to build productive stakeholder relationships and be a strong communicator.

Eligibility

Security Clearance:

Applicants must be able to obtain and maintain a security clearance at “Negative Vetting Level 1”.

Notes

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To Apply

Position Contact	DDG Recruitment, Contact Number Withheld
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=61D40BAF-DC4A-1C14-D257-E3D4921844B7

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Department of Defence

Closing Date: Sunday 25 May 2025

Defence People Group
People Services and Wellbeing

Job Title	Rehabilitation Manager
Job Type	Full-Time, Ongoing
Location	Brindabella Business Park ACT, Enoggera QLD, Melbourne VIC
Salary	\$120,303 - \$135,701
Future Merit Locations	Brindabella Business Park, Enoggera, Melbourne
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 1
Position Number	DPG/03871/25
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=13740CA2-5B17-49C6-DEED-E3D49318C726>

Duties

The Role

Exciting opportunities exist in Defence's Directorate of Australian Public Service (APS) Rehabilitation in Defence People Group for enthusiastic and motivated individuals who are keen to work in a dynamic, busy and challenging environment. The position of Rehabilitation Manager centres on the delivery of high quality, timely and individually tailored case management and return to work services. A key aspect of the role is fostering working relationships with managers, employees, and allied health professionals.

You will collaborate with colleagues to deliver integrated, customer focused solutions. You will lead and engage a diverse team and drive performance and outcomes. You will be an excellent communicator with strong organisational and interpersonal skills. You will require an in-depth knowledge of and compliance with legislative frameworks (including the Safety Rehabilitation and Compensation Act 1988), government decision-making and Defence's mission and policy requirements.

About our Team

The Directorate of APS Rehabilitation, within the Defence People Group, provides advice and guidance to assist managers and supervisors in the management of injured or ill APS employees so they remain at work or return to work as quickly and safely as possible. RCMs are responsible for the provision of case management support, if required, to support ill or injured APS employees. This includes providing quality support to stakeholders and tailored return-to-work plans to suit the individual employee.

Effective case management involves communication and coordination between stakeholders to ensure information collection and sharing, as well as providing opportunities for consultation and feedback. The Team collaborate with colleagues across the People domain and more broadly across the Enabling groups to deliver integrated, customer focused solutions.

Our Ideal Candidate

You need to be customer focused and have the ability to manage relationships with multiple parties across a variety of people issues, ranging in complexity and sensitivity. Essential to the role is proactive communication and leadership of a team responsible

for day-to-day case management services and support to drive optimum and sustained outcomes. We work in a fast-paced operational environment and the ability to meet tight deadlines, while managing competing priorities is essential.

Successful applicants will have superior problem solving and time management skills and demonstrate resilience and the ability to lead a team delivering complex rehabilitation services and support. Liaison and client responsiveness are critical features of these roles. Have leadership and team management experience and willing to be accountable for team performance and outcomes; Have a passion for, and experience in, Rehabilitation or Human Resources and a demonstrated ability to lead a customer facing team; Will be agile, innovative and demonstrate initiative and proactive customer service.

Eligibility

Security Clearance

Applicants must be able to obtain and maintain a security clearance at "Baseline Vetting" level.

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: <https://www.apsc.gov.au/recruitability>

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To Apply

Position Contact	Michelle Agius, 02 5109 8381
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=13740CA2-5B17-49C6-DEED-E3D49318C726

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Defence

Vacancy VN-0758048

Department of Defence

Closing Date: Sunday 25 May 2025

Inspector-General of the Australian Defence Force
Office of the Inspector-General of the Australian Defence Force

Job Title	Administration Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$79,176 - \$86,438
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 4
Position Number	IGADF/03882/25
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=5CC3C9DD-D11D-3D8C-7DEC-E3D493C082CD>

Duties

The Role

As part of the Directorate of Business Management and Governance, provide a broad range of admin activities to support all staff in the office of the IGADF, including:

- Provide administrative support in the management of the Reserve workforce.
- Assist in the management of personnel administration.
- Perform the functions of an Objective Workgroup Coordinator.
- Assist with invoice management, including processing invoices and record keeping activities.
- Assist with Domestic travel requests when required.
- Maintain a Defence Purchasing Card and assist the Office with minor procurement activities.
- Facilitate building access for IGADF staff and visitors through the local card access management system and regular liaison with base Security Guard staff.
- Contribute to maintaining asset registers for the Office.
- Contribute to the management of financial registers, including purchase and travel register.
- Other duties as directed by the Administration Team Leader.

About our Team

The Office supports the Inspector-General of the Australian Defence Force in their statutory functions of overseeing the effectiveness of the military justice system.

The Office has 3 directorates that provide administrative, human resource and legal support and 4

directorates that work on the Inspector-General's statutory functions.

These are:

- Inquiries and Investigations – DII
- Military Justice Performance Review – DMJPR
- Military Redress and Review – DMRR
- Select Incident Review – DSIR

The Business Management and Governance team which you will work within provides exceptional administrative and coordination support to the IGADF, and has overarching responsibility for the business management of the Office.

The team is multi-disciplinary comprised of APS staff, ADF members and contractors.

Our Ideal Candidate

Our ideal candidate will be well organised, reliable, have the ability to manage competing priorities, work independently, use judgement and initiative when needed, and collaborate effectively in an often fast paced environment.

You will be able to demonstrate the ability to proactively anticipate the needs of the IGADF, plan accordingly for their workload and develop a thorough understanding of the office priorities and challenges.

You will have excellent time management skills, strong attention to detail, exceptional communication skills across all mediums, and excel at building and maintaining positive internal and external stakeholder relationships at all levels.

Eligibility

Security Clearance

Applicants must be able to obtain and maintain a security clearance at "Negative Vetting Level 1".

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: <https://www.apsc.gov.au/recruitability>

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To Apply

Position Contact	Jordyn Metcalfe, 02 5109 8472
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=5CC3C9DD-D11D-3D8C-7DEC-E3D493C082CD

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Defence

Vacancy VN-0758069

Department of Defence

Closing Date: Sunday 25 May 2025

Australian Defence Force HeadQuarters
 Vice Chief of Defence Force Group

Job Title	Capability Analyst
Job Type	Full-Time, Ongoing
Location	Russell ACT
Salary	\$95,187 - \$108,734
Future Merit Locations	Russell
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	ADFHQ/03905/25
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=BA452749-8B61-7254-C6D9-E3D541EC8000>

Duties

The Role

Force Design Division is seeking enthusiastic individuals to contribute to the Department of Defence's key policy and national

security functions to protect and further Australia's national interests. Your role will be to strengthen Australia's national security and economic resilience by using your analytical skills to enhance Defence's capability decisions.

The Investment Portfolio Management Branch (IPMB) supports VCDF in his role as chair of the Investment Committee (IC), by providing information and reports necessary to support a portfolio of the size and complexity of the Integrated Investment Program (IIP). Additionally, it coordinates engagements necessary to support Capability Management, a core One Defence business process.

We have a number of opportunities on offer across the branch, ranging from developing and enhancing the One Defence Capability System, including capability policy, guidance and process; delivery of capability-learning initiatives; managing unapproved capability funding in the IIP; managing the forward work program of capability investment decisions and approvals; through to collating portfolio information on capability performance, including analysis and developing insights and lessons.

You will work as part of a supportive team that will engage closely with Capability Sponsors, Delivery and Enabling Groups, Defence Finance Group, Contestability and Central Agencies, in particular, Prime Minister and Cabinet and the Department of Finance to understand proposed capability outcomes, as well as providing advice on Defence and Government requirements for project approvals. You will analyse capability submissions through world's best practice contesting methods, to provide evidence-based advice on affordability, best fit-for-purpose, ability to execute and risk. You will develop briefs to inform discussions and assist in decision making, as well as have opportunities to brief senior executives within the division in preparation for key committees.

This role is eligible for an additional remuneration benefit known in Defence as a Building Defence Capability Payment (BDGP). This enables Defence to provide a premium, in addition to the base salary otherwise payable under the Defence Enterprise Agreement (DEA), for positions in occupational disciplines/classifications that are critical to Defence capability. For further information, please contact the contact officer.

About our Team

IPMB supports the highest-level decision makers in Defence and Government to deliver the outcomes required by the ADF. We directly provide decision support to the Vice Chief of the Defence Force in his role as Chair of the Investment Committee by providing independent analysis and advice on the Defence investment portfolio. IPMB is a small, yet influential team trusted to advise Defence on investment matters. This will provide you the opportunity to work within a dynamic and flexible environment as part of an inclusive, diverse, innovative and well-respected team.

Our Ideal Candidate

We are seeking highly motivated, resilient and collaborative individuals to join our Branch, and contribute to our strategic goals. To succeed in these roles, you are encouraged to respectfully challenge conventional views to facilitate and enable the development of strategic, agile and evidence-based solutions. You will:

- Have highly developed critical thinking and reasoning skills and be able to analyse complex and technical documents, identify issues, draw accurate conclusions and develop responses supported by evidence.
- Be highly motivated, enthusiastic, collaborative and apply initiative and resilience in your approach to your work.
- Be self-aware with a positive attitude, demonstrate consideration and respect for a diversity of ideas and perspectives of others and be willing to learn.
- Have opportunities for professional development, including formal qualification courses, continuation training and on-the job training. Through experience and feedback, you will develop the analytical, consultative and communications skills necessary to provide trusted advice on cutting-edge capabilities and the policy and processes to acquire and sustain them.

Eligibility

Security Clearance

Applicants must be able to obtain and maintain a security clearance of 'Negative Vetting 1'.

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: <https://www.apsc.gov.au/recruitability>

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To Apply

Position Contact	Zoe Hannah, 02 5109 0110
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=BA452749-8B61-7254-C6D9-E3D541EC8000

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Defence

Vacancy VN-0758070

Department of Defence

Closing Date: Sunday 25 May 2025

Defence People Group
People Services and Wellbeing

Job Title	Psychosocial Wellbeing Psychologist
Job Type	Full-Time;Part-Time, Ongoing
Location	Various locations - ACT ACT, Canberra ACT
Salary	\$95,187 - \$108,734
Future Merit Locations	Various locations - ACT, Canberra
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	DPG/03685/25
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=1934B371-FA1E-572A-3648-E3D5426321E1>

Duties

The Role

The Mental Health and Wellbeing (MH&W) Branch is responsible for the development, implementation and ongoing improvement of preventative health strategies. The APS 6 Psychologist role within the Psychosocial Wellbeing and Suicide Prevention directorate, contributes to the development of workforce initiatives that strengthen Defence psychosocial wellbeing within a work place context.

Key Duties include:

- Development and implementation of psychosocial wellbeing initiatives and programs.
- Interpretation of reports and current research to maintain and continuously improve MH&W programs.
- Providing expert recommendations on psychosocial wellbeing policies and initiatives.
- Preparation of reports and briefings, as well as the delivery of psychosocial wellbeing presentations.
- Review and draft policies and proposals based on evidence-based insights and research.
- Update and analyse the Defence Suicide Database as required.
- Engagement with internal and external stakeholders including Defence Groups and Services, Healthcare providers, research institutions and universities, Department of Veteran's Affairs, and other Government and non-government organisations.

About our Team

The Mental Health and Wellbeing Branch is the lead for Workforce Mental Health policy and programs and enables the assured and continuous improvement of Mental Health & Wellbeing across the

Defence
enterprise.

The Branch comprised of military members and civilian employees, forms an inter-disciplinary team focused on improving the mental health and wellbeing of the Defence community. A primary function of the Branch is the facilitation and implementation of the Defence and Veterans' Mental Health and Wellbeing Strategy 2023-2029.

The Strategic Advisory Group (SAG), within the MHW Branch, is a high-performing team of public health and allied health subject matter experts. The Psychosocial Wellbeing and Suicide Prevention directorate within SAG provides evidence-based initiatives, insights, and policy guidance to advance Defence's psychosocial and suicide prevention system.

Our Ideal Candidate

We are seeking a highly motivated Psychologist with an Organisational or Population Health background, to build and drive psychosocial wellbeing across the Department.

Our ideal candidate will demonstrate the following capabilities:

- Ability to design and lead psychosocial projects, and develop and provide presentations and training to meet business outcomes.
- Review research and collaborate with external bodies and clinicians to draft and contribute to MH&W policies and initiatives.
- Engage with representatives and other Defence Health and psychology professionals to progress work and meet MH&W objectives.
- Work effectively in an integrated environment to build and maintain strong, collaborative relationships.
- Understand strategic objectives and translate them into tangible initiatives.

Eligibility

Security Clearance:

Applicants must be able to obtain and maintain a security clearance at "Baseline Vetting" level.

Mandatory Qualifications:

Registered as a Psychologist with the Australian Health Practitioner Regulation Agency - with Organisational or Population Health focus.

Notes

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To Apply

Position Contact	Andrew Moss, 02 6192 7143
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=1934B371-FA1E-572A-3648-E3D5426321E1

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Defence

Vacancy VN-0758071

Department of Defence

Closing Date: Sunday 25 May 2025

Australian Defence Force Headquarters
Vice Chief of Defence Force Group

Job Title	Capability Analyst
Job Type	Full-Time, Ongoing
Location	Russell ACT
Salary	\$86,887 - \$93,066
Future Merit Locations	Russell
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 5
Position Number	ADFHQ/03922/25
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=7F85B82B-E0E3-1C42-78ED-E3D54279966A>

Duties

The Role

Force Design Division is seeking enthusiastic individuals to contribute to the Department of Defence's key policy and national security functions to protect and further Australia's national interests.

Your role will be to strengthen Australia's national security and economic resilience by using your analytical skills to enhance Defence's capability decisions. The Investment Portfolio Management Branch (IPMB) supports VCDF in his role as chair of the Investment Committee (IC), by providing information and reports necessary to support a portfolio of the size and complexity of the Integrated Investment Program (IIP). Additionally, it coordinates engagements necessary to support Capability Management, a core One Defence business process.

We have a number of opportunities on offer across the branch, ranging from developing and enhancing the One Defence Capability System, including capability policy, guidance and process; delivery of capability-learning initiatives; managing unapproved capability funding in the IIP; managing the forward work program of capability investment decisions and approvals; through to collating portfolio information on capability performance, including analysis and developing insights and lessons.

You will work as part of a supportive team that will engage closely with Capability Sponsors, Delivery and Enabling Groups, Defence Finance Group, Contestability and Central Agencies, in particular, Prime Minister and Cabinet and the Department of Finance to understand proposed capability outcomes, as well as providing advice on Defence and Government requirements for project approvals. You will analyse capability submissions through world's best practice contesting methods, to provide evidence-based advice on affordability, best fit-for-purpose, ability to execute and risk. You will develop briefs to inform discussions and assist in decision making, as well as have opportunities to brief senior executives within the division in preparation for key committees.

This role is eligible for an additional remuneration benefit known in Defence as a Building Defence Capability Payment (BDGP). This enables Defence to provide a premium, in addition to the base salary otherwise payable under the Defence Enterprise Agreement (DEA), for positions in occupational disciplines/classifications that are critical to Defence capability. For further information, please contact the contact officer.

About our Team

IPMB supports the highest-level decision makers in Defence and Government to deliver the outcomes required by the ADF. We directly provide decision support to the Vice Chief of the Defence Force in his role as Chair of the Investment Committee by providing independent analysis and advice on the Defence investment portfolio. IPMB is a small, yet influential team trusted to advise Defence on investment matters. This will provide you the opportunity to work within a dynamic and flexible environment as part of an inclusive, diverse, innovative and well-respected team.

Our Ideal Candidate

We are seeking highly motivated, resilient and collaborative individuals to join our Branch, and contribute to our strategic goals. To succeed in these roles, you are encouraged to respectfully challenge conventional views to facilitate and enable the development of strategic, agile and evidence-based solutions. You will be highly motivated, enthusiastic, collaborative and apply initiative and resilience in your approach to your work. You will be self-aware with a positive attitude, demonstrate consideration and respect for a diversity of ideas and perspectives of others and be willing to learn.

You will have opportunities for professional development, including formal qualification courses, continuation training and on-the-job training. Through experience and feedback, you will develop the analytical, consultative and communications skills necessary to provide trusted advice on cutting-edge capabilities and the policy and processes to acquire and sustain them.

Eligibility

Security Clearance

Applicants must be able to obtain and maintain a security clearance of 'Negative Vetting 1'.

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: <https://www.apsc.gov.au/recruitability>

About the Department of Defence

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To Apply

Position Contact	Mel Gibb, 02 5108 4356
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=7F85B82B-E0E3-1C42-78ED-E3D54279966A

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Defence

Vacancy VN-0758075

Department of Defence

Closing Date: Sunday 25 May 2025

Capability Acquisition and Sustainment Group
 Air Defence & Space Systems Division

Job Title	Assistant Director Business Operations & Governance
Job Type	Full-Time, Ongoing
Location	Brindabella Business Park ACT
Salary	\$120,303 - \$135,701
Future Merit Locations	Brindabella Business Park
Office Arrangement	On Site;Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 1
Position Number	CASG/03937/25
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=B8795B8A-A827-44B7-C773-E3D54329A3CC>

Duties

The Role

The Air & Surface Surveillance & Control Branch is looking for an EL 1 Assistant Director, Business Operations and Governance to join their Branch Executive team.

The position works closely with the Director of Business Operations and is accountable to plan, lead, manage and report on a range of human and physical resources for the whole Branch providing administrative, business and project support services working directly with our business units to develop and maintain the Branch value proposition; acting as a conduit between the regional bases and the Canberra based centralised areas.

As such, they have an in-depth knowledge of the governance function and are responsible for the development, implementation, compliance and review of policies, procedures and plans that are relevant to the Branch's business operations. This includes, but is not limited to, workforce; human resources; business planning; budgeting; quality management systems; work, health and safety (WHS); travel; security and risk management.

The EL 1 Assistant Director, Business Operations and Governance is responsible for nurturing an inclusive and respectful work environment by developing and managing crucial stakeholder relationships within our integrated workforce. They will also be required to manage people.

About our Team

The Air & Surface Surveillance & Control (ASSC) Branch is responsible for the management of all aspects of equipment acquisition, integration and provision of necessary through-life support of assigned air surveillance, control and navigation materiel capabilities. The Branch Executive Team provides administrative and business support to the Director General ASSC and has overarching responsibility for the business management of the Branch.

Our Ideal Candidate

We are looking for a driven and enthusiastic self-starter who will thrive in an evolving dynamic environment, where there is opportunity to help influence and shape business operations, and assist in implementing governance and assurance improvements.

Our ideal candidate will have:

- Proven experience in resource management and business planning.
- The ability to lead and manage the Branch's Governance Framework across Workforce, Security, WHS and Quality functions.
- Strong organisational and interpersonal skills.
- Excellent communication skills.
- Attention to detail.
- Ability to think strategically, problem solve and conduct complex analysis

Eligibility

Security Clearance

Applicants must be able to obtain and maintain a security clearance of 'Negative Vetting 1'.

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: <https://www.apsc.gov.au/recruitability>

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To Apply

Position Contact	Hannah Saul, 02 6269 4424
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=B8795B8A-A827-44B7-C773-E3D54329A3CC

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Defence

Vacancy VN-0758080

Department of Defence

Closing Date: Sunday 08 June 2025

Defence people group
 Joint Health Command

Job Title	Mental Health Promotions Coordinator
Job Type	Full-Time, Ongoing
Location	East Fremantle WA
Salary	\$95,187 - \$108,734
Future Merit Locations	East Fremantle
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	DPG/03902/25
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=6F602D6A-A76C-AEA2-D50B-E3D5443F0221>

Duties

The Role

The role of a Mental Health Promotions Coordinator within the Directorate of Military Mental Health and Psychology will allow you to be innovative, creative, flexible, and challenge you to think outside the box in the way you deliver Mental Health Promotion strategies, activities and training to an incredibly unique audience.

You will get to work collaboratively with a geographically dispersed team to promote and communicate training, resources, and events to the Australian Defence Force (ADF) community using a variety of channels.

The role requires overnight travel, providing administrative support as part of training governance requirements, minor technical support to online training, occasional work on weekends and outside of core business hours (with accrual of flex time), and requires a large amount of time away from your desk delivering training and engaging with ADF members.

About our Team

The Military Mental Health Training and Promotions team sits within the Directorate of Military Mental Health and Psychology.

The Directorate of Military Mental Health and Psychology is involved in a range of activities supporting the mental health and psychological effectiveness of Australian Defence Force (ADF) personnel, including training and education, mental health support programs, policy and governance, organisational climate surveys, and monitoring and evaluation.

Within this Directorate, you will be part of an agile and geographically dispersed multi-disciplinary team that provides mental health promotion, prevention, and early intervention services to support ADF members.

Our Ideal Candidate

Our ideal candidate will have the following skills and attributes:

- Ability to work closely and collaboratively with immediate manager.
- Able to work effectively as part of a small team, with capacity to work independently as required.
- Confidence to engage with broad and diverse stakeholders.
- Ability to engage and tailor communication styles, to a wide range of audiences either face-to-face or virtually (online).
- Able to deliver a number of workshops across different topics including: suicide prevention, mental health & wellbeing and alcohol, tobacco & other drugs.

Eligibility

Security Clearance

Applicants must be able to obtain and maintain a security clearance at "Baseline Vetting" level.

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: <https://www.apsc.gov.au/recruitability>

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To Apply

Position Contact	Madi Palacios, 0459 365 619
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=6F602D6A-A76C-AEA2-D50B-E3D5443F0221

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Defence

Vacancy VN-0758084

Department of Defence

Closing Date: Sunday 25 May 2025

Defence People Group
 People Services and Wellbeing

Job Title	Operations Business Analyst
Job Type	Full-Time, Ongoing
Location	Raymond Terrace NSW
Salary	\$86,887 - \$93,066
Future Merit Locations	Raymond Terrace
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 5
Position Number	DPG/03643/25
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=E06893D9-3502-A299-052A-E3D543C03BB0>

Duties

The Role

As an Operations Business Analyst you will:

- Be accountable for managing and monitoring system availability, performance, processes and reports for a large Human Resource Information System.
- Have considerable stakeholder engagement (technical and non-technical) to identify, anticipate and respond to stakeholders' needs in relation to complex system issues.
- Be agile in your thinking, proactive in engaging with your peer network, as well as actively identifying opportunities to enhance service delivery, addressing present requirements while also considering future possibilities.
- Exercise both initiative and judgement in the interpretation in the application of practices and procedures for a large Human Resource Information System.
- Be accountable to contribute towards ongoing self-improvement and professional development.
- Be required to undertake paid after hours operational support for a large Human Resource Information System.

About our Team

- We are an organisation at the forefront of managing a large Human Resource Information System for Defence, Australian Signals Directorate and Australian Submarine Agency.
- We are dedicated to building strong partnerships with our stakeholders and delivering service excellence to our customers.
- We are a passionate, diverse and talented group who value our people because we know our success depends on them. We know that work life-balance matters.
- You will be working with a team where there is strong collaboration and technical support, reporting to a supervisor who is supportive and genuinely invested in your success.
- You will be part of an organisation where professionalism, innovation and the ability to think outside the square to find solutions to challenges, is highly regarded.
- You will enjoy APS conditions, including an attractive salary and superannuation package and flexible working arrangements. Following an initial probation period our team members have access to flexible working hours with other opportunities including part-time and blended office/home-based work.

Our Ideal Candidate

To be successful in this role you:

- Are a team member who takes accountability for your behaviours, decisions and actions at work.
- Use your analytical thinking to identify issues, assess risks, and make decisions for your team whilst understanding the impact on the organisation.
- Enjoy contributing to and working as part of a team, communicating openly in a collaborative and consultative manner; valuing the contribution of diverse perspectives.
- Establish strong partnerships with stakeholders to create collaborative relationships to problem solve and achieve results.
- Role-model a commitment to continuous learning by reflecting on your performance and that of your team as well as seeking, providing and acting on constructive feedback.

Eligibility

Security Clearance

Applicants must be able to obtain and maintain a security clearance of 'Negative Vetting 1'.

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: <https://www.apsc.gov.au/recruitability>

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To Apply

Position Contact	Erin Brown, 02 4987 8614
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=E06893D9-3502-A299-052A-E3D543C03BB0

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Defence

Vacancy VN-0758093

Department of Defence

Closing Date: Sunday 25 May 2025

Naval Shipbuilding and Sustainment Group
Office OF DEPSEC Naval Shipbuilding and Sustainment

Job Title	Cost Analyst
Job Type	Full-Time, Ongoing
Location	Osborne SA
Salary	\$86,887 - \$93,066
Future Merit Locations	Osborne
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 5
Position Number	NSSG/03828/25
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=AA07717B-8913-9A43-2718-E3D544C2BF7C>

Duties

The Role

The APS 5 Cost Analyst will be required to work in a complex operating environment as part of the Naval Construction Branch (NCB). The position supports the implementation and delivery of continuous shipbuilding, is an integral part of NCB and will have an opportunity to embed cost management processes, ensuring a clear and consistent approach that aligns with management and financial accounting activities.

The position is located in Adelaide and the key responsibilities and duties for the position are:

- Undertake cost investigation and assurance activities to ensure invoice claims are accurate and compliant with contracts, legislation, financial regulations and policies;
- Undertake analysis of shipbuilding costs and provide assessment of reported forecast and variations, using earned value management and other cost performance techniques and tools;
- Undertake financial modeling and what-if analysis to inform shipbuilding projects of expected financial outcomes and project risks and issues;
- Contribute to the preparation of reports, presentations, briefs and other communication materials to management;
- Undertake analysis of financial aspects of procurement submissions and quotes to ensure compliance with relevant legislation and Defence policy;
- Work collaboratively with team members and numerous stakeholders within the Defence maritime environment to ensure outcomes are met.

About our Team

The Waterfront and Continuous Naval Shipbuilding and Sustainment (W&CNSS) Division is

responsible for coordinating the uplift of the sovereign industrial base and management of Defence's presence in principal shipyards. The W&CNSS Division is comprised of Continuous naval shipbuilding and sustainment (CNNS) and Naval Construction Branches SA & WA (NCB).

The CNNS Branch coordinates the development of the CNSS Key Enablers (industry, workforce, infrastructure, security and innovation) and administratively supports DEPSEC NSS in their role as the Capability Manager for CNSS.

The Naval Construction Branches (SA & WA) provide effective governance, project assurance and performance oversight at Osborne Naval Shipyard in South Australia and Henderson Shipyard in Western Australia. The Division also maintains a minor presence at Port Macquarie in New South Wales to provide oversight on the construction of the Young Endeavour replacement.

Our Ideal Candidate

The routine business activities that the role will undertake includes preparation, analysis and presentation of financial information, application of accounting, assurance and audit principles and engagement with various stakeholders in Defence and Defence industry.

We are seeking the following key qualities, skills and knowledge in our ideal candidate:

- Completion of relevant accounting or business management qualification;
- Strong analytical skills;
- Ability to exercise critical thinking to analyse problems, identify possible courses of action and present these options to decision makers;
- Personal drive to actively support a team-based performance-focused culture and have a shared responsibility for the achievement of team goals and objectives;
- Apply initiative and demonstrate accountability in the work undertaken, including ability to prioritise tasks based on organisational requirements;
- Communicate effectively with stakeholders at various organisational levels and across teams;

Eligibility

Security Clearance

Applicants must be able to obtain and maintain a security clearance at "Negative Vetting Level 1".

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: <https://www.apsc.gov.au/recruitability>

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To Apply

Position Contact	Majda Kasumovic, 0491 056 851
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=AA07717B-8913-9A43-2718-E3D544C2BF7C

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Defence

Vacancy VN-0758098

Department of Defence

Closing Date: Sunday 25 May 2025

Naval Shipbuilding and Sustainment Group
 Maritime Sustainment

Job Title	Project Manager Maritime Materiel Supply System
Job Type	Full-Time, Ongoing
Location	Brindabella Business Park ACT, Cairns QLD, Darwin NT, Garden Island NSW, Henderson WA, Sydney NSW
Salary	\$120,303 - \$135,701
Future Merit Locations	Brindabella Business Park, Cairns, Darwin, Garden Island, Henderson, Sydney
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 1
Position Number	NSSG/03900/25
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=11E107D1-7AC8-124D-7F9C-E3D5459B5AD4>

Duties

The Role

In this role you will be managing a Project team in support of transforming how NSSG sustains the Surface Fleet, Army Maritime, vessels of allies and other government agencies.

You will lead the development and delivery of an improved corporate capability to identify, procure and manage materiel supplies for the construction and maintenance of the Surface Fleet. The outcomes of this project will deliver across NSSG, supporting the delivery of Sea3000, Sea5000, Land 8710, the Maritime Sustainment system, and numerous smaller projects.

This role is eligible for an additional remuneration benefit known in Defence as a Building Defence Capability Payment (BDGP). This enables Defence to provide a premium, in addition to the base salary otherwise payable under the Defence Enterprise Agreement (DEA), for positions in occupational disciplines/classifications that are critical to Defence capability. For further information, please contact the contact officer.

About our Team

The MSD Transformation Program is a complex program of work which is redefining and implementing a new operating model for the sustainment of the RAN Surface Fleet, Army Maritime and vessels of other government agencies. Grown out of Plan Galileo, the MSD Transformation encompasses Galileo, but expands to address a transformation of business practices necessary to implement the MSD Strategy, the Defence Industry Development Strategy, and critical industry support measures.

The Transformation Program relies upon relationships within MSD, NSSG, Navy and supporting workforce across Defence to bring the most appropriate skills and experiences to bear on the multiple delivery outcomes within the Program. This project team develops and delivers a core component of the maturity of MSD to develop and deliver the complex business outcomes to life in a Defence context in a manner that is useful for NSSG.

Our Ideal Candidate

To be successful in this role you will need to demonstrate strong skills to build and maintain productive relationships, have a structural understanding of the interactions between schedule, risk, cost and outcome, and have some experience of contracting and financial management.

You will be mindful of time management within the project team, keeping a focus on the deliverables and relationships necessary for the outcome. With your team, work across the Division to understand progress, risk and strategy, building a picture of integration and outcomes for the project sponsor and higher executives.

Eligibility

Security Clearance

Applicants must be able to obtain and maintain a security clearance at "Negative Vetting Level 1".

Notes

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To Apply

Position Contact	Adam Purtell, 0410 610 278
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=11E107D1-7AC8-124D-7F9C-E3D5459B5AD4

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Defence

Vacancy VN-0758106

Department of Defence

Closing Date: Sunday 01 June 2025

Defence People Group
Joint Health Command

Job Title	Assistant Director
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$120,303 - \$135,701
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 1
Position Number	DPG/03893/25
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=7BF12808-5E36-4821-C427-E3D545F1CF3E>

Duties

The Role

The Australian Defence Force (ADF) offers more than 150 different jobs, some of which are considered particularly complex and/or

high risk from a psychological standpoint, including roles in Aviation, Intelligence, Cyber Warfare, Submarine Warfare, and Special Forces. Applicants for these complex roles undergo targeted psychological assessments as part of their selection process.

This position is responsible for managing the ongoing development and publication of the ADF's Psychology Services Manual (PSYMAN). The PSYMAN comprises the policy, guidelines and professional standards which guide Psychologists conducting assessments with applicants seeking to join the ADF, and/or transfer from one ADF job role to another. As an experienced professional team leader, you will lead a small team responsible for stakeholder engagement, communications and general project administration, as well as the development of PSYMAN content, as a core component of the transition to a principles-based approach.

About our Team

The Directorate of Occupational Psychology is responsible for the quality assurance of Occupational Suitability Assessments (OSA) designed to ensure the 'right' people are selected for the Australian Defence Force (ADF). We provide guidance to psychologists responsible for conducting the OSA, via the Psychology Services Manual (PSYMAN). This function is integral to the ADF's ability to optimise its human capability through effective recruitment and management, by (a) ensuring those we recruit are a good 'fit' with both the ADF and their preferred occupation, and (b) contributing to the ADF's ability to manage the mental health and wellbeing of ADF members appropriately.

The PSYMAN is currently undergoing a comprehensive structural and content review to ensure it remains contemporary, current and generally fit for purpose in meeting the needs of a constantly evolving Defence Force. Recent and current events, including the Royal Commission into ADF and Veterans Suicide, have raised the profile of mental health within the ADF, meaning that the importance of making sure the right person gets selected and trained has perhaps never been more recognised. The Psychology Policy & Governance team is dedicated to ensuring that psychological assessments underpinning the OSA process are reliable, valid, and consistent with relevant legal, ethical and organisational requirements.

Our Ideal Candidate

Our ideal candidate will have a tertiary qualification and background in psychology or a related discipline. You will be able to demonstrate prior success developing health or HR-related policy and/or managing in a similar policy development role, and will have a sound understanding of the policy cycle. Skills and experience in digital content management would also be an advantage.

You will also be required to demonstrate a sound understanding of project management principles and practices, including the ability to successfully manage sometimes conflicting inputs from multiple stakeholders representing different perspectives (eg, single-Service Psychology elements; personnel policy; health policy). As a result, the successful applicant will require strong consultation and stakeholder management skills, strong written and oral communication skills, and the ability to manage multiple ongoing tasks. A demonstrated ability to effectively lead a small closely knit team is also essential.

Eligibility

Security Clearance

Applicants must be able to obtain and maintain a security clearance at "Negative Vetting Level 1".

Notes

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About the Department of Defence

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To Apply

Position Contact	Geoff Gallas, 02 6203 6414 0467 736 165
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=7BF12808-5E36-4821-C427-E3D545F1CF3E

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Defence

Vacancy VN-0758107

Department of Defence

Closing Date: Sunday 08 June 2025

Defence People Group
 Joint Health Command

Job Title	Assistant Director Health Surveillance
Job Type	Full-Time, Ongoing
Location	Campbell ACT
Salary	\$120,303 - \$135,701
Future Merit Locations	Campbell
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 1
Position Number	DPG/03948/25
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=4906476A-9BBE-E630-BC72-E3D5469EE6A7>

Duties

The Role

The Assistant Director Health Surveillance will report to the Director Force Health Protection within the Health Protection and Policy

(HPP) Branch. The Role will oversee the functions of the Health Surveillance cell, by providing guidance into the development and implementation of the Health Surveillance system. It will include overseeing the collection of data, and analysing health trends to identify potential health risks, compromising the health and safety of the Australian Defence Force (ADF).

The role will include assessing and reviewing current data sources within the ADF and liaising with other teams to leverage existing data collection, extraction and analysis capability. The Assistant Director will be responsible to ensure timely reporting to key stakeholders within ADF and relevant external public health authorities.

The Role will work closely with the other four cells of the Directorate to support their functions. It will support the training and development of the ADF public health workforce. The Role will include external stakeholder liaison to gain insights into other health surveillance systems. This will include liaison with ADF partner nations to understand concepts of their health surveillance systems.

About our Team

The Force Health Protection Directorate sits within the Health Protection and Policy Branch, Joint Health Command. This newly established Directorate will be responsible for supporting and delivering force health protection capability to optimise the health and health readiness of Australian Defence Force (ADF) members.

The Directorate has five cells; Health Surveillance, Public Health and Disease Control, Environmental Health, Occupational and Musculoskeletal injury, and Health Promotion. The Directorate will coordinate an ADF wide health surveillance system to support the development of relevant policy and programmes. It will provide technical advice and actionable insights on disease burden and prevention strategies. It will provide operational support for the delivery of population health activities and public health response within the ADF.

Our Ideal Candidate

Our ideal candidate is a motivated and enthusiastic individual who can work effectively alone and as part of a team. They will have a strong background and experience in health surveillance systems to be able to apply it in the context of the Australian Defence Force (ADF) to define health status and determine disease burden affecting capability.

They will have extensive experience in analysing and reporting against required outputs. They will have a sound understanding of health in the military context, and frame strategies and outputs appropriate to each context. They will demonstrate a sound understanding of compliance with legislative frameworks, government direction, policy requirements and the ADF mission.

They will be able to communicate effectively with various stakeholders, including healthcare professionals, planners and policy makers in the ADF, and with relevant stakeholders in the public sector.

Eligibility

Security Clearance

Applicants must be able to obtain and maintain a security clearance at "Negative Vetting Level 1".

Notes

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To Apply

Position Contact	Geetha Isaac-Toua, 02 6132 7015
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=4906476A-9BBE-E630-BC72-E3D5469EE6A7

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Defence

Vacancy VN-0758118

Department of Defence

Closing Date: Sunday 25 May 2025

Security and Estate Group
Office of DEPSEC SEG

Job Title	Executive Officer to Deputy Secretary Security and Estate
Job Type	Full-Time, Ongoing
Location	Russell ACT
Salary	\$120,303 - \$135,701
Future Merit Locations	Russell
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 1
Position Number	SEG/03736/25
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=BEDB342D-7EBE-8C11-4644-E3D5469E96B0>

Duties

The Role

The EL 1 Executive Officer is part of a small team supporting the Deputy Secretary Security and Estate. The team enables the

day-to-day functioning of the office, and provides an important first point of entry for many internal and external stakeholders. The EL 1 Governance Manager is part of a small team supporting Deputy Secretary Security and Estate in meeting governance accountabilities at the Enterprise level, complementing the activities of the Group's Divisions.

The successful applicants will undertake a number of key duties, including but not limited to:

- Managing and mentoring staff
- Maintaining situational awareness of Group issues and risks
- Triaging incoming correspondence, including email
- Drafting and quality-assuring outgoing correspondence
- Maintaining financial and human resources
- Managing Group corporate planning and reporting
- Coordinating Group risk, assurance, audit and fraud related work
- Supporting the Deputy Secretary in fulfilling their governance responsibilities
- Coordinating support for the Deputy Secretary in senior committees and meetings

About our Team

Security and Estate Group develops, sustains and protects the Defence Estate and is the consolidated security and service delivery organisation for Defence. We design and deliver Defence infrastructure and manage the complex Defence Estate. We maintain environmental stewardship of over 3.8 million hectares - the largest landholding in the Commonwealth with 70 major bases, 100 plus training ranges, more than 1000 leased or owned properties, and 30,000 built assets. We provide risk-based and adaptable protective security services and advice to Defence, manage the Defence Industry Security Program, and deliver security clearances to Defence, government agencies and industry. On behalf of the Deputy Secretary, the executive support team manages diary and travel; coordination and preparation for meetings; and the flow of information to and from the Deputy Secretary. The Directorate of Governance and Coordination brings together Security and Estate Group governance, Ministerial and Parliamentary coordination, and web management functions.

Our Ideal Candidate

People who work for Defence display leadership at all levels, effectively apply information in order to solve problems and work collaboratively to achieve outcomes.

We are seeking a motivated and high performing Executive Officer who will:

- Enjoy working as part of a small team in a fast-paced environment
- Have strong communication skills and work with closely with senior Defence leaders
- Have excellent organisational skills
- Have excellent time management skills
- Be able to manage competing priorities
- Have excellent attention to detail
- Excel at building and maintaining internal and external stakeholder relationships
- Exercise discretion and sound judgement

Eligibility

Security Clearance:

Applicants must be able to obtain and maintain a security clearance at "Negative Vetting Level 2".

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: <https://www.apsc.gov.au/recruitability>

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To Apply

Position Contact	Garbis Avakian, 02 5109 5867
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=BEDB342D-7EBE-8C11-4644-E3D5469E96B0

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Defence

Vacancy VN-0758119

Department of Defence

Closing Date: Sunday 25 May 2025

Capability Acquisition and Sustainment Group
Joint Aviation Systems Division

Job Title	Commercial & Workforce Support Officer
Job Type	Full-Time, Ongoing
Location	Brindabella Business Park ACT
Salary	\$86,887 - \$93,066
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 5
Position Number	CASG/03894/25
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=3CABD417-69D6-8A76-454C-E3D546A925DF>

Duties

The Role

The Commercial and Workforce Support Officer provides administrative support to the Navy Aviation, Aircrew Training and Commons (NATC) Executive and Support team. Within the NATC Exec team, the position will work as part of the NATC Resource Management Team which manages branch personnel and finance functions. Primary responsibilities include financial management, workforce management and administrative/contract administration support activities.

Conduct financial management activities in accordance with legislation, policy and processes:

- Coordinate and administer the Group Operating Budget including routine reconciliation, governance and oversight. This requires regular reporting, providing guidance to branch staff and conducting assurance activities.
- Manage and maintain the financial systems in support of the NATC/Army Aviation Systems Branch (AASB) Major Service Provider (MSP) Contract.
 - Maintaining Purchase Orders and conducting reports using the SAP based financial system.
 - Payment and processing of invoices for services and reimbursable travel.
 - Reporting and assurance activities as required.

Conduct workforce management activities (ADF, APS and contracted workforce) in accordance with legislation, policy and processes:

- Support branch level workforce planning and reporting.
- Support workforce administration and processing for APS personnel.
- Provide administration and guidance to manage the branch ADF reserve workforce.

Conduct administrative and commercial administration activities in accordance with legislation, policy and processes:

- Support the on-boarding and off-boarding of contracted resources.
- Support contract data analysis and prepare routine reports.
- Provide advice on and actively track contract travel expenditure.
- Document and report on the utilisation of contracted resources.

This role requires a considerable level of stakeholder engagement, the ability to prioritise and balance activities to manage peaks and troughs, attention to detail and the ability to work independently.

About our Team

This position is part of the highly motivated NATC Executive Team that directly supports the Director General of NATC to oversee the acquisition and sustainment of key aviation capabilities. Within the Executive Team, the NATC Resource Management Team manages branch personnel and finance functions. Their work spans Commonwealth and contracted personnel management and branch financial oversight including all governance, contractual, and financial reporting aspects of the NATC MSP arrangement.

Our Ideal Candidate

The ideal candidate will have the following skills:

- Experience with commercial, workforce and or financial management
- A demonstrated ability to obtain and apply knowledge in new areas.
- Strong interpersonal and organisational skills along with the ability to build and sustain effective working relationships with key stakeholders.
- High level of attention to detail with an ability to get results
- An interest in exploring innovative approaches to support and improve business
- Ability to work autonomously, and as a part of a team

NATC will consider flexible remote work arrangements for the ideal candidate.

Eligibility

Security Clearance

Applicants must be able to obtain and maintain a security clearance at "Baseline Vetting" level.

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: <https://www.apsc.gov.au/recruitability>

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To Apply

Position Contact	Katherine Davis, 02 6192 7969
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=3CABD417-69D6-8A76-454C-E3D546A925DF

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Defence

Vacancy VN-0758125

Department of Defence

Closing Date: Sunday 08 June 2025

Defence People Group
 Joint Health Command

Job Title	Researcher Chemical, Biological, Radiological & Nuclear (CBRN)
Job Type	Full-Time, Ongoing
Location	Enoggera QLD
Salary	\$86,887 - \$93,066
Future Merit Locations	Enoggera
Office Arrangement	On Site;Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 5
Position Number	DPG/03926/25
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=E542E2AF-E21A-EEED-1934-E3D57EB56450>

Duties

The Role

The Researcher CBRN will provide scientific, technical, and operational support to the Australian Defence Force Malaria and Infectious Disease Institute's (ADFMIDI) mission to achieve Force Health Protection and minimise non-battle casualties.

This role will involve activities that underpin research into vector surveillance and control methodologies to ensure vector borne disease protection in the ADF. Vector surveillance projects involve collecting and screening mosquitoes for pathogens of public health significance and supporting diagnostic capabilities for a range of vector borne diseases.

Additionally, this position will involve insectary management and mosquito rearing, the conduct of efficacy assays to ensure that vector control methods are suitable for the military environment and providing capacity building and educational support to technicians within the ADF.

The Researcher CBRN will be required to apply laboratory techniques to support field surveillance work, including mosquito identification using morphology and molecular based techniques. The position will work within the Vector Surveillance and Control department within ADFMIDI and will be based at Gallipoli Barracks, Enoggera.

About our Team

The Vector Surveillance and Control team at Australian Defence Force Malaria and Infectious Disease Institute (ADFMIDI) is dedicated to ensuring ADF personnel are protected against vector-borne diseases through training, advice and the research of vector control and surveillance techniques in order to minimise non-battle casualties within the Australian Defence Force.

The team achieves its mission through various techniques such as vector borne disease surveillance to assess transmission potential and provide risk assessment in ADF areas of interest as well as conducting surveillance on arbovirus vectors to observe density, seasonality and infection rates in military training areas.

In order to ensure that the ADF is utilising the best possible techniques and measures to protect its people, our team works to evaluate personal protection measures used by the ADF under field conditions, especially topical mosquito repellents, impregnated military clothing, tentage and bednets for patrolling soldiers as well as evaluating the use of pyrethroid insecticides in military fabrics in protecting against nuisance and vector mosquitoes.

Our Ideal Candidate

The Researcher CBRN will require strong theoretical technical knowledge in vector biology. Our ideal candidate will have strong experience in high-throughput mosquito identification using both morphological and molecular techniques.

The successful candidate will apply this knowledge and experience be responsible for conducting routine morphological mosquito identification. In addition, this position will contribute to scientific projects and laboratory test development, while participating in general operational activities to support our governance, safety and organisational requirements. Many of the duties will be repetitive and will require independent work.

The position requires a candidate who has the ability to maintain accurate records, and has the ability to manage chemical stocks, manage scientific equipment, and communicate with internal and external stakeholders.

Our ideal candidate will fulfil the physical requirements of the role which involve a combination of outdoor and office-based work and has the ability to perform occasional out-of-hours and weekend work. We seek candidates who will take pride in implementing effective vector-borne disease control programs that protect the ADF community.

Please note that you will be required, from time to time, to work in difficult, remote and harsh environments (possibly for extended periods) under limited supervision or in teams.

Eligibility

Security Clearance

Applicants must be able to obtain and maintain a security clearance at "Negative Vetting Level 1".

Mandatory Qualifications

Academic qualifications in one or more of the following related fields of research or relevant skills and work experience:

[Ref 1297.0 ANZSRC Fields of Research 2020:](#)

- Division 31 – Biological Sciences: 3199 Other Biological Sciences.
- Division 34 – Chemical Sciences: 3403 Macromolecular & Materials Chemistry, 3499 Other Chemical Sciences.
- Division 40 – Engineering: 4018 Nanotechnology.
- Division 51 – Physical Sciences: 5102 Atomic, Molecular & Optical Physics.

Notes

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To Apply

Position Contact	Lisa Rigby, 07 3512 0228
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=E542E2AF-E21A-EEED-1934-E3D57EB56450

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Defence

Vacancy VN-0758135

Department of Defence

Closing Date: Sunday 25 May 2025

Naval Shipbuilding and Sustainment Group
Submarines

Job Title	Engineer Professional - Systems
Job Type	Full-Time, Ongoing
Location	Osborne SA
Salary	\$95,187 - \$108,734
Future Merit Locations	Osborne
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	NSSG/03982/25
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=F9CEBF64-2DB3-3C78-814E-E3D57F322B62>

Duties

The Role

This is a unique opportunity to join the Life of Type Extension (LOTE) within Submarines Division. This position will suit someone who thrives in a team dynamic, with an eye for detail and who can effectively communicate. The Collins Class Submarine Life of Type Extension project is seeking a person with good judgement, adaptability and enthusiasm to work as an engineering team member.

Your role will include:

- Provide engineering advice and analysis in support of reviewing, technical risk and contract deliverables to support LOTE design activities.
- Participate in LOTE Working Groups as required by the LOTE Engineering Manager.
- Work independently with the opportunity for reasonable autonomy and accountability for the achievement of outcomes of work. Exercise both initiative and judgement in the interpretation of policy and in the application of practices and procedures.
- Provide detailed systems engineering technical and professional advice in relation to complex work and contribute to strategic planning, program and project management and policy development.
- Engage with stakeholders, investigate systems engineering concepts, deliver and manage systems engineering specifications and resources in support of the Defence materiel capability lifecycle.
- Investigate, analyse and report on the systems engineering defects and requirements, develop and implement recommendations and advice to address issues.

This role is eligible for an additional remuneration benefit known in Defence as a Building Defence

Capability Payment (BDCP). This enables Defence to provide a premium, in addition to the base salary otherwise payable under the [Defence Enterprise Agreement](#) (DEA), for positions in occupational disciplines/classifications that are critical to Defence capability. For further information, please contact the contact officer.

About our Team

The Collins Submarine Program within Naval Ship Building & Sustainment Group is responsible for the maintenance and programmed upgrade of Australia's Collins Class Submarines.

The program works in partnership with the Royal Australian Navy and Industry to deliver the strategic submarine capability to the nation. You will have access to generous and attractive working conditions as an Australian Public Servant in Defence. Working for Defence will support you in balancing work life with family and other priorities.

You can access a variety of flexible working arrangements, including part-time work, occasionally working from home and working hours that are not always nine to five. Information on Defence employees' working conditions, including an attractive remuneration package that may respond to industry variations and a generous Superannuation contribution (15.4%), can be sourced from the Defence Enterprise Agreement.

If you require further information, please email nssg.submarines.workforcemgt@defence.gov.au

Our Ideal Candidate

The successful candidate will have:

- Understanding of Defence Systems Engineering Practices.
- Ability to assess technical and design packages including scoping, planning, reviewing, provide recommendations and contribute to the implementation of actions.
- Demonstrated experience working with diverse teams in a complex environment.
- Excellent communication and stakeholder engagement skills, with the ability identify, anticipate and respond to stakeholder's needs and expectations to achieve work unit and Defence outcomes.
- Demonstrated ability to apply engineering knowledge and experience to identify risks and uncertainties and take these into account in planning, decision making and priority setting.
- High level of organisational skills, self- drive and high initiative and motivation to achieve tasks and business objectives.
- Understand limitations of assigned engineering authorities within a Technical Regulatory Authority delegations.
- Ability to manage workflows, resources, prepare work area and team plans detailing measurable milestones and expected outcomes.

Eligibility

Security Clearance:

Applicants must be able to obtain and maintain a security clearance at "Negative Vetting Level 1".

Mandatory Qualifications:

This engineering position requires a Bachelor of Engineering from an Australian institution, or a qualification gained elsewhere, that satisfies the requirements of the Washington Accord for recognition as a Professional Engineer.

Notes

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To Apply

Position Contact	NSSG Submarines Workforce, nssg.submarines.workforcemgt@defence.gov
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=F9CEBF64-2DB3-3C78-814E-E3D57F322B62

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Defence

Vacancy VN-0758143

Department of Defence

Closing Date: Sunday 25 May 2025

Naval Shipbuilding and Sustainment Group
Major Surface Combatants and Combat Systems

Job Title	Branch Risk Controller
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$120,303 - \$135,701
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	NSSG/03964/25
Classification	Executive Level 1
Position Number	NSSG/03964/25
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=7E1DC152-BCD8-5E5B-1B35-E3D57FF9C754>

Duties

The Role

The Maritime Integrated Warfare Systems (MIWS) Branch is a very busy organisation which is never dull and no two days are the same.

The Branch Risk Controller will be responsible to co-ordinate and oversee risk management practices and activities across the branch. Duties include:

- Drafting and implementing the MIWS Risk Management Plan including Risk Business Rules and assuring compliance throughout the branch;
- Training and mentoring risk managers in project and product areas;
- Reporting to DGMIWS and FAS MSCCS on risk activities,
- Supervising and/or facilitating risk workshops including technical risk workshops;
- Facilitating risk discussions with internal and external stakeholders; and
- Manage the MIWS Branch Strategic and Enterprise risks.

About our Team

MIWS Branch under Major Surface Combatants and Combat Systems Division is an exciting and complex environment to work in, offering a rewarding career in one of the most dynamic organisations within Naval Shipbuilding and Sustainment Group. We work across both Acquisition and Sustainment environments to develop and deliver products into new shipbuilding programs and to provide update/upgrade products to the existing Navy fleet, giving staff exposure to a wide variety of high profile maritime projects.

Defence is focussed on providing a dynamic and contemporary employment package that meets

the needs of the modern workforce. As an APS Defence employee, you will enjoy rewarding work, collaborating with great people internally and across Industry, and considerable opportunities to expand your career horizons. Our commitment to investing in and growing our people through professional development, mobility and learning means there is a great career waiting for you. What will you bring?

Our Ideal Candidate

MIWS are looking for an enthusiastic, motivated candidate with excellent personal attributes and a strong knowledge of governance to join our Branch. We pride ourselves in a positive, collaborative and supportive workplace culture. For us it's all about teamwork and we want people who want to be a part of the culture we've created.

Our ideal candidate will enjoy working in a dynamic workplace across a wide variety of projects and products. The candidate will be energetic and able to create and maintain positive working relationships with internal and external stakeholders.

MIWS is seeking a candidate who demonstrates utmost integrity, professionalism, self-motivation, positive attitude towards challenges, and persistence in achieving outcomes. The candidate will be able to work under pressure with great resilience, remain focused on tasks and possess strong attention to detail.

The ideal candidate will have the following attributes and can demonstrate:

- Mature judgement, professionalism and high level interpersonal skills.
- Enthusiasm, drive and initiative and willingness to learn.
- An ability to meet deadlines and prioritise workloads.
- Adaptability, resilience and flexibility in the face of changing priorities.
- Good written and verbal communication skills.
- A good understanding of legislative, policy and regulatory frameworks

Eligibility

Security Clearance

Applicants must be able to obtain and maintain a security clearance at "Negative Vetting Level 1".

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: <https://www.apsc.gov.au/recruitability>

About the Department of Defence

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To Apply

Position Contact	James Sammut, Number Withheld
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=7E1DC152-BCD8-5E5B-1B35-E3D57FF9C754

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Defence

Vacancy VN-0758152

Department of Defence

Closing Date: Sunday 25 May 2025

Capability Acquisition and Sustainment Group
 Land Systems

Job Title	Executive Assistant
Job Type	Full-Time, Ongoing
Location	Southbank VIC
Salary	\$79,176 - \$86,438
Future Merit Locations	Southbank
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 4
Position Number	CASG/03542/25
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=9597AD8C-675F-8292-2649-E3D581CAF6FE>

Duties

The Role

This Executive Assistant (EA) supports the Assistant Secretary of Armoured Fighting Vehicles Branch, within the Land Systems

Division of Defence Capability Acquisition and Sustainment Group. In this role, you will be supporting a large team that is delivering leading edge vehicles for the Australian Army.

As an EA, you will independently manage the office of a senior executive service officer and work collaboratively with other team members. Under limited supervision, you will undertake a variety of duties, primarily supporting the senior executive, while supporting to the branch more broadly with relevant business administrative tasks.

The role will require you to:

- proactively manage activities and anticipate the requirements of the senior executive, with a high level of discretion, judgement and the ability to manage competing priorities
- provide management of the appointment diary and meeting arrangements
- arrange, coordinate and reconcile all aspects of domestic and international travel
- prepare reports and briefing packs for senior Defence committees
- liaise with stakeholders and visitors of all levels, building good working relationships while performing 'front of office' support functions, receiving and responding to phone calls, emails and general correspondence
- maintain records using Microsoft Office, Objective records management and financial management systems according to relevant policy and procedures.

About our Team

Land Systems Division's (LSD) mission is to acquire and support capability that enables the ADF to generate and sustain deployable Land power for an integrated force, in peace and war. We aim to be agile, innovative and outcomes-focused as we collaborate closely with the Services and industry to deliver the latest equipment to maximise ADF performance.

The Armoured Fighting Vehicles Branch (AFVB), supports Defence's mission through the acquisition, delivery and sustainment of an integrated Armoured Fighting Vehicle capability. Our vision is to be an agile, innovative and leading acquisition and support organisation empowered by our diverse and inclusive workforce to achieve our mission.

LSD is dedicated to ensuring we have an inclusive and healthy work-life environment, and we will invest in your ongoing professional development to ensure your work with us is deeply rewarding.

Our Ideal Candidate

You will either have the relevant experience or be able to demonstrate skills required in supporting senior executives and able to undertake moderately complex administrative work independently, with little or no supervision.

You will be well organised and able to manage competing priorities, demonstrate strong attention to detail, and exercise sound judgment in providing professional executive and administration assistance. You will need to anticipate the needs of the senior executive, have an appreciation for confidentiality, be collaborative and action oriented to resolve problems, and possess excellent communication skills in order to engage stakeholders effectively and with discretion.

Your ability to interact with an integrated workforce (military and public service) at all levels, in a fast paced environment, often working under tight deadlines, while retaining a calm and good natured approach, will see you provide seamless support to the senior executive.

Eligibility

Security Clearance

Applicants must be able to obtain and maintain a security clearance at "Negative Vetting Level 1".

Notes

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To Apply

Position Contact	Maddison Belot, 0458 022 023
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=9597AD8C-675F-8292-2649-E3D581CAF6FE

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Defence

Vacancy VN-0758192

Department of Defence

Closing Date: Sunday 25 May 2025

Associate Secretary Group
Data

Job Title	Hyperautomation Insights Officer
Job Type	Full-Time, Ongoing
Location	Fairbairn ACT, Melbourne VIC, Sydney NSW
Salary	\$86,887 - \$93,066
Future Merit Locations	Fairbairn, Melbourne, Sydney
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 5
Position Number	ASG/03955/25
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=3C9172AF-3794-2D15-CC1D-E3D5BB5654F4>

Duties

The Role

As the APS 5 - Hyperautomation Insights Officer you will:

- Operate and sustain current and future analytics performed by the DBPI Analytics function including monthly, ad-hoc and project level reporting.
- Research, build, test and experiment with Hyperautomation Technologies to support identification of valuable functionality to provide benefit to Defence.
- Be responsible for the ethical use of data and developing, interpreting and complying with legislation, Defence policy and regulatory frameworks including data management requirements.
- Undertake analysis to define, structure, solve and provide advice on complex data problems, including gathering and exploring data and meta-data from a variety of sources.
- Support the analysis and identification of opportunities for integration between systems, data and processes to progress DBIP objectives.
- Build and sustain effective relationships and negotiate with customers and key stakeholders to deliver tailored recommendations and ensure that data repositories are accessible to stakeholders.
- Support Directorate priorities, manage workflows and allocated resources relating to analytics and integration functions.

About our Team

Defence Business Integration Program (DBIP) was established to ensure the cumulative impacts of programs and projects deliver long term, enterprise-wide transformation, so that Defence can

focus on core priority activities, and respond to its current and future operating environment.

DBIP does this by:

- Supporting and enabling integration across the Defence programs and projects overseen by the Associate Secretary in their role as Enterprise Business Capability Manager.
- Enabling development of integrated business capabilities within Defence and driving efficient and effective business processes and transformation activities.
- Ensuring that individual projects, business programs, and the Fundamental Inputs to Capability that support them, are integrated, future-focused and aligned to Defence's strategic priorities.
- The Directorate of Business Process Improvement (DBPI) ensuring that, via the Hyperautomation Capability, identifies and supports the creation of efficiencies, optimizations and integrations that deliver on Defence objectives sooner.

Our Ideal Candidate

The ideal candidate would possess the following:

- Business, Systems and or Data Analysis skills.
- Relevant experience or tertiary education related to Business Intelligence, Data Analytics & Visualization, Systems Integration, Enterprise Business Process Management (EBPM) or Robotic Process Automation (RPA).
- Verbal and written communication skills demonstrated through reports, presentations, briefs or similar modes of communication.
- A continuous learning mindset that innovates, adapts and shares skills and knowledge.

A variety of training and development opportunities will be made available to our preferred candidate to grow and mature their skills and knowledge in Hyperautomation. **Eligibility**

Security Clearance:

Applicants must be able to obtain and maintain a security clearance at "Negative Vetting Level 1".

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: <https://www.apsc.gov.au/recruitability>

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To Apply

Position Contact	Rylan Myers, 02 6206 0987
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=3C9172AF-3794-2D15-CC1D-E3D5BB5654F4

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Defence

Vacancy VN-0758211

Department of Defence

Closing Date: Sunday 25 May 2025

Associate Secretary Group
 Data

Job Title	Hyperautomation Insights and Integration Manager
Job Type	Full-Time, Ongoing
Location	Fairbairn ACT, Melbourne VIC, Sydney NSW
Salary	\$95,187 - \$108,734
Future Merit Locations	Fairbairn, Melbourne, Sydney
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	ASG/03957/25
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=CB3E412B-4DE8-D7DE-2AEB-E3D5BD3BC501>

Duties

The Role

As the APS 6 - Hyperautomation Insights and Integration Manager you will:

- Operate and coordinate the Directorate of Business Process Improvement (DBPI) Analytics function where you will identify, design and support the build of valuable reports, dashboards and other products.
- Identify new strategic insights to inform and support Directorate and Program objectives.
- Analyse and identify opportunities for integration between systems, data and processes to progress DBIPs Hyperautomation Objectives.
- Present evidence-based solutions and opportunities to senior executives, working groups, committees, program/projects, through briefs, reports, discussions, presentations, and other government submissions as required.
- Conduct analysis to define, structure, solve and provide advice on complex data problems, including gathering and exploring data and meta-data from a variety of sources.
- Build and cultivate constructive relationships with a diverse range of stakeholders.
- Support Directorate priorities, manage workflows and allocated resources relating to analytics and integration functions.

About our Team

Defence Business Integration Program (DBIP) was established to ensure the cumulative impacts of programs and projects deliver long term, enterprise-wide transformation, so that Defence can focus on core priority activities, and respond to its current and future operating environment.

DBIP does this by:

- Supporting and enabling integration across the Defence programs and projects overseen by the Associate Secretary in their role as Enterprise Business Capability Manager.
- Enabling development of integrated business capabilities within Defence and driving efficient and effective business processes and transformation activities.
- Ensuring that individual projects, business programs, and the Fundamental Inputs to Capability that support them, are integrated, future-focused and aligned to Defence's strategic priorities.
- The DBPI ensuring that, via the Hyperautomation Capability, identifies and supports the creation of efficiency, optimizations and integrations that deliver on Defence objectives sooner.

Our Ideal Candidate

The ideal candidate would possess the following:

- Strong technical skills related to Business Intelligence, Data Analytics & Visualization, Systems Integration, Enterprise Business Process Management (EBPM) or Robotic Process Automation (RPA).
- Experience applying insights from analysis activities in the design and integration of new processes or systems.
- Strong verbal and written communication skills demonstrated through reports, presentations, briefs or similar modes of communication.
- Stakeholder engagement experiences to maintain constructive professional relationships with a diverse range of stakeholders, negotiate on requirements, priorities, and work allocation.
- A continuous learning mindset that innovates, adapts and shares skills and knowledge.

Eligibility

Security Clearance:

Applicants must be able to obtain and maintain a security clearance at "Negative Vetting Level 1".

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: <https://www.apsc.gov.au/recruitability>

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To Apply

Position Contact	Rylan Myers, 02 6206 0987
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=CB3E412B-4DE8-D7DE-2AEB-E3D5BD3BC501

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Defence

Vacancy VN-0758213

Department of Defence

Closing Date: Thursday 05 June 2025

Job Title	Medical Officer 5 - Executive Director of Strategic Medical Services
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	-
Future Merit Locations	Various locations - ACT
Office Arrangement	On Site;Flexible
Office Arrangement Details	Onsite & Fleixble
Classification	Medical Officer Class 5
Position Number	DPG/04045/25
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=B547FCD0-08B9-69D2-D7E3-E3D582420E4E>

Duties

Introduction

Defence is seeking dynamic senior executives to drive the organisation forward and deliver on Defence’s mission – to defend Australia and its national interests.

As part of the Senior Leadership Group, you will play a key role in promoting and influencing a shared commitment to the strategic direction of Defence, as most recently detailed in the National Defence Strategy.

You will:

- Lead and manage a branch practicing inclusive leadership, collaboration and integrity;
- Demonstrate strong judgement and capitalise on innovative alternatives to resolve complex problems;
- Effectively challenge the status quo when required;
- Demonstrate resilience and personal accountability for the quality of advice and delivery of results; and
- Demonstrate exceptional communication skills, both written and verbal.

The ideal candidate will be a collaborative leader, exemplify the Defence Values and Behaviours, and engender a culture of innovation and agility. They will be self-aware, positive in considering and respecting a diversity of ideas and perspectives of others. They will demonstrate the capability to provide timely and accurate advice to senior leaders and Government on complex matters. They will have outstanding judgement, strategic awareness, and parliamentary and media acumen.

As part of this selection process, a Merit Pool of highly suitable candidates will be established to fill current

vacancies and any similar vacancies that may arise over the next 18 months.

Your Role

The Executive Director of Strategic Medical Services (EDSMS) is a MO5 Medical Officer position located within the Office of the Deputy Surgeon General of the Joint Health Command.

The EDSMS role at JHC would work across the command and the Defence enterprise, providing expert senior medical leadership input to strategic clinical quality and risk management for CJHLTH/SGADF and act as the professional lead for the clinical workforce within the Defence health enterprise.

Eligibility Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: <https://www.apsc.gov.au/recruitability>

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To Apply

Position Contact	Jonathan Beaumont, 02 6126 4500
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=B547FCD0-08B9-69D2-D7E3-E3D582420E4E

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Defence

Vacancy VN-0758224

Department of Defence

Closing Date: Sunday 25 May 2025

Joint Capabilities Group
Cyber Command

Job Title	Cyber Doctrine
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$95,187 - \$108,734
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	JCG/03477/25
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=E1D8D8A8-D4EA-4777-E395-E3D57E9FE647>

Duties

The Role

Do you want to shape the Australian Defence Force of the future? Defence is undergoing significant, generational change in response to the Defence Strategic Review. The cyber domain has been elevated to parity with the traditional warfighting domains of maritime, land and air. The current strategic environment is complex and challenging. Defence needs to build its capabilities in the cyber domain to support Australia’s security and national interests. You will have a critical role in shaping the decisions made in ensuring the future Defence organisation is best positioned to carry out its missions set by the Australian Government.

As a cyber domain doctrine officer within Force Development Branch in Cyber Command, your work will be focused on developing and communicating direction for the cyber domain and its warfighters. You will work as part of a function supporting engagements, concepts, policy, strategy, doctrine, and experimentation. Your advice could affect the ADF’s contribution to national security and Whole of Government policy. To succeed in this environment, you must demonstrate integrity, curiosity, resilience, a willingness to learn, the ability to work effectively in an integrated environment and potentially lead a small team, as well as demonstrate the personal drive to deliver better outcomes for Defence and Government. Cyber Command welcomes individuals who have demonstrated strong analytical and critical thinking skills, high-level written and oral communication, sound professional judgement and a desire to be innovative in finding solutions to support the Australian Defence Force of the future. Cyber Command places a high priority on professional development and provides opportunities for APS to gain exposure to a broad range of exciting cyber warfare experiences.

This role is eligible for an additional remuneration benefit known in Defence as a Building Defence Capability Payment (BDCP). This enables Defence to provide a premium, in addition to the base salary otherwise payable under the Defence Enterprise Agreement (DEA), for positions in occupational disciplines/classifications that are critical to Defence capability. For further information, please contact the contact officer.

About our Team

Cyber Command, in Joint Capabilities Group, has celebrated its first birthday, in a small ceremony at its headquarters in Canberra. Officially activated on 25 March 2024, the command was established to deliver transformational change to meet the increasingly complex challenges within a contested, congested and competitive Cyber Domain – the fifth warfighting domain. Cyber Command brings together Navy, Army, Air Force, Australian Public Service and industry partners into a centralised Cyber Domain capability to master cyberspace and the electromagnetic spectrum. Now, 12 months on from its inauguration, it has seen continuous evolution to stay ahead of the challenges and opportunities present in a domain that has no geographical boundaries. Commander Cyber Command Major General Robert ‘Doc’ Watson said that, as the Cyber Domain evolves, his command will continue to adapt to meet

emerging threats.

Our Ideal Candidate

People with integrity, curiosity, resilience, a willingness to learn, the ability to work effectively in a dynamic team, within a high tempo environment and a wish to deliver better Defence capability outcomes. You will have the communications and stakeholder engagement skills to enable you to gather data and produce evidence based doctrine to the integrated force. People skills are critical in this position. We seek employees with the desire and ability to work in (and with) small teams in an integrated, dynamic and fast-paced environment. You will need strong writing and research skills, strong organization and administration skills, the ability to engage early and often with a variety of stakeholders (including cross-agency), being able to call out omissions or errors, and contribute to the development of solutions for the cyber domain.

The duties of a cyber domain policy officer are:

- Produce cyber domain doctrine to support strategy, concepts, and institutional understanding.
- Integrate with ADF Doctrine organisations to make decisions and carry out duties within defined parameters to ensure doctrine conforms to ADF standards and values.
- Provide SME input for technical areas of doctrine and concepts that require technical expertise in cyber power.
- Coordinate and review input from external doctrine writers.
- Contribute to communicating and educating a consistent understanding of the cyber domain, focusing on developing the required mastery, identity, and maturity consistent with other domains.
- Conduct research into cyber threats and capabilities to ensure doctrine and concepts cater to new threats, demands, and capabilities.
- Contribute to the production of warfighting concepts to support continuous innovation in the cyber domain.
- Seek and undertake professional development opportunities, in parallel to regular duties, in order to enhance individual knowledge and skills with respect to Domain understanding and / or policy / concept writing.

Eligibility

Security Clearance:

Applicants must be able to obtain and maintain a security clearance at "Negative Vetting Level 1".

Notes

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To Apply

Position Contact	Tobias Turello, 02 5108 9901
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=E1D8D8A8-D4EA-4777-E395-E3D57E9FE647

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Environment and Energy

Vacancy VN-0758076

Clean Energy Regulator

Closing Date: Sunday 25 May 2025

Scheme Support
 Digital Services Products and Services

Job Title	IT Security Manager - Products and Services
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Canberra ACT
Salary	\$121,724 - \$138,463
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	The agency supports and promotes flexible working, including remote options on negotiation
Classification	Executive Level 1
Position Number	CER 025/25
Agency Website	https://cer.gov.au/about-us/who-we-are

Job Description

<https://cleanenergyregulatorcareers.nga.net.au/cp/index.cfm>

About the Branch

The Digital Services Branch provides technology and expertise for Clean Energy Regulator to delivery its strategic outcomes and regulatory obligations. The branch manages agency technology infrastructure as well as business and corporate applications.

Digital Services Branch leads new development of business-lead value and capability through a user-centred design approach.

About the Section

The Products and Services section is dedicated to ensuring the seamless delivery and continuous improvement of the organization's technological offerings. This section plays a pivotal role in driving innovation, enhancing user experience, and maintaining the operational excellence of IT services. Key functions include:

- **Technology Operations:** Overseeing the daily operations of IT systems to ensure they run smoothly and efficiently, providing reliable and high-quality service delivery. We prioritise customer needs and feedback to continually enhance our operational processes.
- **Strategic Alignment:** Collaborating with senior leadership to develop and implement IT strategies that support the organisation's goals and objectives. Our strategies are informed by customer insights and are designed to meet evolving user expectations.
- **Product Development:** Leading the development and enhancement of IT products and services, ensuring they meet the evolving needs of users and stakeholders. We embrace customer feedback to drive innovation and improve user satisfaction.
- **Cybersecurity Management:** Implementing robust cybersecurity measures to protect the organisation's information assets and ensure compliance with regulatory standards. We continuously refine our security practices based on user feedback and emerging threats.
- **Project Management:** Managing IT projects from inception to completion, ensuring they are delivered on time, within budget, and to the required quality standards. We incorporate customer feedback throughout the project lifecycle to ensure our solutions meet their needs.
- **Stakeholder Engagement:** Engaging with internal and external stakeholders to understand their needs, gather feedback, and ensure effective communication and collaboration. We foster strong relationships with our stakeholders to continuously improve our services.
- **Risk Management:** Identifying and mitigating potential risks to ensure the resilience and security of IT operations. We proactively address risks based on customer feedback and industry best practices.

This section is integral to the organisation's success, providing the technological backbone that supports all other functions and drives forward-looking initiatives while maintaining a strong focus on customer satisfaction and continuous improvement. **Duties**

The IT Security Manager is responsible for providing leadership and supervision within their technical domain. Working closely with the Agency Security Advisor and the IT Security Advisor, the IT Security Manager will operationalise the policies and procedures as defined by Information Security Management System, and the Security Documentation Framework. The Manager is expected to facilitate compliance with the Essential 8 (E8), the Information Security Manual (ISM), and parts of the Protective Security Policy Framework (PSPF).

Under broad direction, the IT Security Manager will:

- Manage and implement cultural and procedural changes with a customer focus to promote the relevance and value of IT security.
- Lead the agency's compliance with cyber security policy, standards, regulations, and legislation.
- Ensure IT security toolsets are optimised to provide return on investment across their lifecycle and deliver outcomes as per agreements.
- Help system owners understand and respond to reported audit failures.
- Provide guidance on the use and application of the agency's cyber security program and tools to ensure compliance with relevant security policy, standards, regulations, and legislation.
- Monitor information security systems and respond to any cyber security incidents.
- Oversee reporting on cyber security incidents and other areas of particular concern.
- Act as the Subject Matter Expert, providing strategic guidance and making informed decisions to ensure the agency's cyber security posture is robust and compliant.

- Lead and develop a high-performing team by setting clear objectives, providing guidance and support, fostering collaboration, monitoring performance, managing resources, and resolving conflicts to ensure the team achieves its goals and contributes to the agency's success.

Qualifications/Experience

The ideal candidate will demonstrate:

- Extensive experience with IT security
- Proven experience in managing teams
- Proficient in using vulnerability management toolsets
- Experience with Security Incident and Event Management toolsets

The following are desirable:

- Relevant industry or tertiary qualification in IT security
- Proficient in operating Microsoft Sentinel
- Practical experience implementing Australian Government security policies (e.g. E8, ISM, PSPF)

Eligibility

The [Public Service Act 1999](#) requires all people joining the Australian Public Service to be Australian citizens.

We will conduct a number of pre-employment checks before we offer you employment. It is a condition of employment with the Clean Energy Regulator that you are able to obtain and maintain a security clearance at a Negative Vetting Level 1. If you are offered a role and do not already hold a security clearance at or above this level, you will need to undertake the security clearance process before you can commence employment. Any employment offer will be contingent upon obtaining this clearance.

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: <https://www.apsc.gov.au/recruitability>

About the Clean Energy Regulator

The Clean Energy Regulator is the Government body responsible for administering legislation to reduce carbon emissions and increase the use of clean energy. The Clean Energy Regulator has administrative responsibilities for the: • National Greenhouse and Energy Reporting Scheme, under the National Greenhouse and Energy Reporting Act 2007 • Emissions Reduction Fund, under the Carbon Credits (Carbon Farming Initiative) Act 2011, • Renewable Energy Target, under the Renewable Energy (Electricity) Act 2000, and • Australian National Registry of Emissions Units, under the Australian National Registry of Emissions Units Act 2011, • Nature Repair Market, under the Nature Repair Act 2023, • Guarantee of Origin, under the Future Made in Australia (Guarantee of Origin) Bill 2024. Our purpose is to accelerate carbon abatement for Australia. We work with our stakeholders and clients including Australian Government departments and agencies, industry bodies, liable entities and the community to provide regulatory services of the highest standard. We offer challenging and rewarding work in administering legislation that will reduce carbon emissions and increase the use of clean energy. Our agency is committed to workplace diversity and aims to create an environment that values and utilises the contribution of people from different backgrounds, experiences and perspectives. We encourage applications from Aboriginal and Torres Strait Islander People, people with a disability, people from diverse cultural and linguistic backgrounds and mature age workers

To Apply

Position Contact	Brett Quinton, 02 6159 3665
Agency Recruitment Site	https://cleanenergyregulatorcareers.nga.net.au/cp/index.cfm

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Environment and Energy

Vacancy VN-0758208

Clean Energy Regulator

Closing Date: Sunday 25 May 2025

Scheme Support
Digital Services Design and Architecture

Job Title	Design Team Lead - Design and Architecture
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Canberra ACT
Salary	\$121,724 - \$138,463
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	The agency supports and promotes flexible working, including remote options on negotiation.
Classification	Executive Level 1
Position Number	CER 036/25
Agency Website	https://cer.gov.au/about-us/who-we-are

Job Description

<https://cleanenergyregulatorcareers.nga.net.au/cp/index.cfm>

About the Branch

The Digital Services Branch (DSB) enables the agency to achieve its mission by delivering innovative and adaptive digital and information and communications technology (ICT) capabilities. DSB provides modern tools, platforms, and services to facilitate a highly productive and digitally enabled environment for the agency and its stakeholders. Through digital transformation, DSB

innovates and influences the agency in embracing new and emerging technology to remain at the forefront of our sector.

About the Section

The Design and Architecture section supports strategic decision making and design of technology solutions. Working primarily as enabling teams within the agency's SAFe agile delivery framework, its responsibilities include:

- Developing and maintaining architecture design documentation for the agency's technology platforms
- Developing and maintaining digital designs and documentation across the Service Design, Interaction and Interface Design, Content Design and User Research domains
- Developing and maintaining frameworks and setting strategic direction for design and architecture disciplines.
- Oversight and operation of governance bodies and mechanisms to ensure designs are appropriately considered across domains.

Duties

The Design Team Lead manages a team of design professionals to create a range of design products, primarily to support software development within the agency's SAFe agile framework. This role involves setting strategic direction, managing priorities and timelines, and ensuring high-quality design work that meets organizational goals and user needs. As a part of their key responsibilities, the Design Team Lead will:

- Provide technical direction and set priorities for design team members
- Lead the refinement of design scope in alignment with project goals and stakeholder needs.
- Represent the design team in cross-functional meetings and Agile ceremonies.
- Ensure high-quality design outputs through rigorous quality assurance and governance processes, including chairing a Design Reference Group.
- Advocate for and advise on the integration of user research insights into requirements and designs.
- Collaborate with colleagues and stakeholders to address technical challenges and find solutions to complex problems.
- Monitor performance and implement improvements to processes, outputs and reporting.
- Advocate for user-centred design principles within the SAFe framework.
- Mentor and support team members' professional growth through coaching, feedback and training.

Qualifications/Experience

- Tertiary qualification(s) in a design discipline/related field are highly desired.
- Experience working in a scaled agile development environment (SAFe or similar) is highly desired
- Strong experience in service design, interaction design, user research and leading design projects.
- Excellent communication and interpersonal skills.
- Ability to manage multiple projects simultaneously and work under tight deadlines.
- Proficiency in design software such as Miro, Figma, Adobe Creative Suite or similar.

Eligibility

The [Public Service Act 1999](#) requires all people joining the Australian Public Service to be Australian citizens.

We will conduct a number of pre-employment checks before we offer you employment. It is a condition of employment with the Clean Energy Regulator that you are able to obtain and maintain a security clearance at a baseline level. If you are offered a role and do not already hold a security clearance at or above this level, you will need to undertake the security clearance process before you can commence employment. Any employment offer will be contingent upon obtaining this clearance.

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: <https://www.apsc.gov.au/recruitability>

About the Clean Energy Regulator

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To Apply

Position Contact	Jack Purcell, 02 6159 3320
Agency Recruitment Site	https://cleanenergyregulatorcareers.nga.net.au/cp/index.cfm

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Finance

Vacancy VN-0758140

Digital Transformation Agency (DTA)

Closing Date: Sunday 25 May 2025

Corporate Business Services

Job Title	Cyber Security Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$86,882 - \$94,673
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	APS Level 5
Position Number	068_04/25
Agency Website	https://www.dta.gov.au/

Job Description

<https://www.dta.gov.au/join-our-team>

Do you want to help drive a digital government? Do you want to work towards something bigger and make a lasting impact? Embark on a journey of continuous learning and advancement with opportunities at all levels.

We need your skills and influence to inspire and enable government to put people and businesses at the forefront of digital transformation.

Why work with us

Purpose and meaning - We're big enough to have a whole-of-government impact, but small enough to bring our staff together regularly to collaborate and grow.

Balance and flexibility - Access flexible working arrangements to balance how, when and where you work, including remote.

Inclusion and belonging - Join a team that values all experiences, skills and perspectives. Our biggest strength is our people. We don't just celebrate diversity, it is essential to our success.

Growth and opportunity - Take advantage of professional opportunities and training. Learn new skills and meet your career goals with a wide range of programs, courses and resources.

Duties

The APS5 Cyber Security Officer is accountable under limited direction to perform moderately complex work to provide security operations specialist knowledge and support, including identification, protection, detection, response, and recovery from cyber security events. In addition, the role will assist in creation of playbooks, deliver cyber security awareness training, develop incident response plans, produce reports, develop cyber security policies and standard operating procedures, and provides technical advice.

The APS5 Cyber Security Officer is required to work collaboratively and develop sufficient understanding of all roles within the team to aid other functions as required.

The key duties:

- Work under limited direction to provide technical advice and support for the operational security suite of software and hardware to Agency staff at all levels; providing accurate and

timely information for the drafting of cyber security reports for various stakeholders on operational security of Agency systems.

- Accountable to conduct real time monitoring, analysis, and triage of security events and alerts from multiple sources including but not limited to events from the Security Information and Event Tools, network intrusion systems, and security tools.
- Responsible for the monitoring of networks and endpoints for security events/alerts for active threats and intrusions, as well as for operational purposes such as availability and capacity; coordinating and prioritising threats from multiple sources and systems.
- Undertake administrative tasks related to cyber security operations including scheduling, tickets, mailboxes, reporting, and record-keeping.
- Support the implementation and maintenance of cyber security policies, procedures, and best practices as aligned with relevant frameworks and legislation.
- Help conduct risk assessments, vulnerability scans, and configuration reviews to ensure systems and networks comply with internal control standards.
- Assist with the delivery of cyber security training and awareness initiatives/programs.
- Provide support for FOI and e-discovery investigations.
- Secretariat duties for cyber and technology-related working groups and committees.
- Assist, support, and coordinate activities within the Cyber Security team to ensure the Agency's products, systems, and services manage security risks appropriately.
- Support the implementation, review, and maintenance of cybersecurity policies, procedures, and controls in accordance with PSPF and ISM standards.
- Engage with internal and external stakeholders as required.
- Assist with security assessment and authority to operate artifacts of applications and hardware.

Eligibility

Security Clearance level required: Negative Vetting 1 (NV1) (or ability to obtain and maintain).

To be eligible for employment with the Digital Transformation Agency (DTA), applicants must be an Australian citizen.

An applicant's suitability for employment with the DTA will be assessed through a pre-employment screening process. This process includes an Australian Police check.

The DTA is an inclusive employer where capabilities, skills and backgrounds are valued and relied upon. The DTA seek applications from all candidates and are committed to providing a working environment that values diversity and inclusion and supports employees to reach their full potential.

Notes

The DTA may leverage a mix of assessment methods for this position, which may or may not involve an interview.

A merit pool may be established and used to fill future ongoing and non-ongoing vacancies within the next 18 months consistent with Section 25 of the Australian Public Service Commissioner's Directions 2022.

For all DTA positions you are required to apply directly via the DTA website. Applications referred or submitted through recruitment agencies, or third parties will not be accepted.

This role may require the individual to work or be contacted outside of their usual working hours where reasonable, for example, to deal with high priority or urgent matters or in an emergency. The DTA Enterprise Agreement 2024-2027 takes this into account and provides compensation for an individual when they are required to work, or be contactable, outside of usual working hours. This includes access to overtime, restriction allowance, flextime, time off in lieu (TOIL) and other benefits.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: <https://www.apsc.gov.au/recruitability>

About the Digital Transformation Agency (DTA)

Help drive a digital government. At the DTA, we work towards something bigger and make a lasting impact. We're the Australian Government's trusted advisor on digital and ICT transformation. We provide strategic and policy leadership and expert investment advice and oversight to drive government digital transformation that delivers benefits to all Australians.

To Apply

Position Contact	Cyber Security team, 02 6120 8533
Agency Recruitment Site	https://www.dta.gov.au/join-our-team

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Health

Vacancy VN-0758195

Australian Commission on Safety and Quality in Health Care (ACSQHC)

Closing Date: Sunday 25 May 2025

ACSQHC
ACSQHC Medicines Safety and IPC

Job Title	EL1 Senior Project Officer, AURA
Job Type	Full-Time, Non-Ongoing
Location	Sydney NSW
Salary	\$120,829 - \$137,808
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid, Position will be offered in a hybrid model of office based and WFH, where operationally feasible. A regular presence in the office is required
Classification	Executive Level 1
Position Number	Various roles
Agency Website	https://www.safetyandquality.gov.au/careers

Job Description

<https://www.safetyandquality.gov.au/about-us/working-us>

This position works under the direction of the Manager, AURA. In consultation with the Manager, AURA and Director, MSIPC, the Senior Project Officer is responsible for a range of policy and program activities across the AURA Project team. The Senior Project Officer role requires initiative and analytical capacity, along with policy and project management expertise, and a sound understanding of the healthcare and service delivery issues.

The role requires an ability to take responsibility for review and analyses of a range of clinical and technical data and issues related to the AURA Project, respond to changing priorities and work simultaneously on a number of activities. The role involves a range of research, analytic, writing, planning, project management, consultation, collaboration and stakeholder management activities across a range of technically complex areas, to advance the Commission's work to improve safety and quality of health care.

Duties

Duties of the Senior Project Officer will include, but are not limited to, the following:

1. With the Manager, AURA, lead the planning and implementation of strategies and national guidance to support activities of the AURA Project and other activities of the MSIPC directorate
2. Undertake project management activities including project planning and documentation, research, implementation, monitoring and reporting on progress of the project; providing recommendations about managing risk, and identifying and proposing solutions. This work may involve managing procurement and budgets, and oversight, of contractors to undertake elements of the work of the AURA Project
3. Prepare high-quality written reports, briefs and other documents for a range of audiences on a range of complex healthcare issues
4. Identify, review, analyse and summarise relevant material, published literature, websites, policy papers and other materials to prepare papers to inform clinical policy and program direction

5. Keep current knowledge of relevant strategic and clinical issues, and investigate and advise how they may be addressed by the Commission
6. Consult with experts and stakeholders in the development of strategies and guidance for the AURA Project, including coordination of consultation processes, where required, to achieve the objectives of the Commission
7. Participate in, and present to, committee meetings, forums and workshops on relevant topics, and provide secretariat support to relevant committees and expert groups as required
8. Collaborate with other teams across the Commission to ensure alignment with other work programs and strategic priorities
9. Undertake other duties as required and directed.

Eligibility

The successful candidate will have:

- Demonstrated, high-level policy development and project management experience and skills relevant to safety and quality and/or health care projects.
- Demonstrated highly developed communication and interpersonal skills, in particular, an excellent ability to consult and negotiate with a wide variety of stakeholders and ability to show initiative in resolving problems.
- Demonstrated high-level writing skills, including the ability to write high quality documents for a variety of audiences and in different formats.
- Demonstrated high-level research and analytical skills and ability to effectively coordinate clinical and technical expert advice to support program and indicator development for quality programs.
- High-level of knowledge and comprehensive understanding of government processes, Australia's health care system and key safety and quality issues relevant to AMR or related topics including communicable diseases and public health.

Notes

To apply for this position, please complete and submit an application form through <https://www.safetyandquality.gov.au/careers> and upload:

- A CV summarising your relevant experience and qualifications
- A statement addressing your suitability against each of the selection criteria (no more than 250 words per selection criteria).

Candidates must be Australian citizens to be eligible to apply.

Please note: Previous applicants need not apply.

Questions about the role can be directed to Brigid Carey on (02) 7232 5165.

PLEASE NOTE: This position will be offered in a hybrid model of office based (Sydney) and working from home, where operationally feasible. A regular presence in the office is required.

Closing date for applications is **11.59pm Australian Eastern Standard Time (AEST) Sunday 25 May 2025.**

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: <https://www.apsc.gov.au/recruitability>

The Australian Commission on Safety and Quality in Health Care's (the Commission) role is to lead and coordinate national improvements in the safety and quality of health care. The Commission works in partnership with the Australian Government, state and territory governments and the private sector to achieve a safe, high-quality and sustainable health system. In doing so, the Commission also works closely with patients, carers, clinicians, managers, policymakers and healthcare organisations. Key functions of the Commission include developing national safety and quality standards, developing clinical care standards to improve the implementation of evidence-based health care, coordinating work in specific areas to improve outcomes for patients, and providing information, publications and resources about safety and quality. The Commission works in four priority areas: 1. Patient safety 2. Partnering with patients, consumers and communities 3. Quality, cost and value 4. Supporting health professionals to provide care that is informed, supported and organised to deliver safe and high-quality health care. For more information please visit the Commission's website.

To Apply

Position Contact	Brigid Carey, (02) 7232 5165
Agency Recruitment Site	https://www.safetyandquality.gov.au/about-us/working-us

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Health

Vacancy VN-0758267

Australian Digital Health Agency

Closing Date: Sunday 25 May 2025

Technology Services
Information Technology Services IT Engineering Systems and Operations

Job Title	Systems Engineer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Sydney NSW, Canberra ACT, Brisbane QLD
Salary	\$98,045 - \$110,612
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	APS Level 6
Position Number	TBC
Agency Website	https://www.digitalhealth.gov.au/

Job Description

<https://www.digitalhealth.gov.au/about-us/careers>

About the Agency

As the steward for digitally enabling Australia’s health system, the Agency plays a key role in coordinating national engagement, delivery, and adoption of digital health to facilitate person-centred, connected healthcare. Our responsibilities span national digital health services and systems, including My Health Record, Electronic Prescriptions, and the MyHealth App.

About the Role

This role sits in the IT Platform and Services team which is responsible for the layers between end-user computer and platforms within the corporate IT environment / includes managing keys systems such as Redhat Linux, Windows Server, Azure/Entra, and Agency work with Essential 8 framework. The environment is a mix of Cloud and On Prem systems.

The role will also have responsibility for the management and availability of the Agency’s Atlassian product suite and the design, implementation, validation, and continuing maintenance of all assigned systems and procedures, as well as configuring hybrid connectivity between on-site systems and the cloud environment.

Duties

What You’ll Bring

- 5+ years of IT experience with 3+ years of experience in cloud infrastructure and engineering, including virtualisation, cloud, server, storage, and networking
- Minimum 2 years of demonstrated experience in planning, designing, configuring, implementing and supporting the Red Hat Linux systems – Ansible, Satellite, and other supporting tools.
- Strong Expertise in Ansible and Satellite.
- Experience in DevOps and CI/CD including source control and deployment pipelines.

- Minimum of 2 years of hands-on experience administering and configuring the Atlassian product suite, including:
 - **Advanced Configuration:** Customising Jira, Confluence, and other Atlassian tools, including workflows, fields, permissions, and automation.
 - **Feature Implementation & Optimisation:** Deploying new features, plugins, and integrations enhance project management and collaboration.
 - **User & System Management:** Administering roles, access controls, and security settings to ensure compliance. **Project Management Best Practices:** Implementing Agile, Scrum, and Kanban methodologies using Jira workflows, dashboards, and reports.
 - **Integration & Automation:** Configuring third-party integrations, leveraging APIs, and scripting for automation (e.g., ScriptRunner, Jira Automation).
 - **Performance & Support:** Monitoring system health, troubleshooting issues, and providing user training on best practices.

Eligibility

Eligibility

- Ability to obtain and maintain national police check.
- Australian Citizenship is a condition of eligibility.
- Ability to obtain and maintain a NV1 security clearance with the ability to obtain and maintain a higher clearance if required by the Agency.

Notes

Our Benefits

- Ask us about our 2022/23 salary increases, annual performance reviews and superannuation employer contribution of 15.4%.
- Salary packaging (also known as salary sacrifice) is available.
- Annual Christmas closedown– with no leave deduction!
- Our Wellbeing Sessions & Employee Assistance Program will give you the best opportunity to balance work and life
- **Work From Home & Attractive Flexible Working Arrangements:** All staff can apply for flexible work arrangements that offer a range of options for how, when and where you work.
- Collaborative workspaces with new technology available within central locations.
- Generous leave opportunities including Parental (primary & secondary), compassionate, Aboriginal & Torres Strait Islander Leave, Cultural, Emergency Response, Defence.

Additional Information

The position may be filled in Brisbane, Sydney or Canberra. To apply, submit your resume and a statement of claims. Please contact the recruitment team at careers@digitalhealth.gov.au with queries relating to the application process.

Order of Merit: Applicants rated as suitable will be placed in a merit pool that may be used to fill similar ongoing or non-ongoing positions throughout the Agency for up to 18 months.

Closing Date: 25 May 2025, 11:00pm

Salary: This role offers between \$98,045 - \$110,612 plus 15.4% superannuation depending on skills and experience.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: <https://www.apsc.gov.au/recruitability>

About the Australian Digital Health Agency

Tasked with improving health outcomes for Australians through the delivery of digital healthcare systems and the national digital health strategy, the Australian Digital Health Agency (the Agency) commenced operations on 1 July 2016. The Agency is responsible for national digital health services and systems, with a focus on engagement, innovation and clinical quality and safety. Our focus is on putting data and technology safely to work for patients, consumers and the healthcare professionals who look after them

To Apply

Position Contact	Talent Acquisition Team, adharecruitment@digitalhealth.gov.au
Agency Recruitment Site	https://www.digitalhealth.gov.au/about-us/careers

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Health

Vacancy VN-0758241

**Australian Radiation Protection and Nuclear Safety
Agency**

Closing Date: Sunday 25 May 2025

Job Title	Customer Service Officer PRMS
Job Type	Full-Time, Ongoing
Location	Yallambie VIC
Salary	\$72,134 - \$80,678
Future Merit Locations	Yallambie
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	APS Level 3
Position Number	13692
Agency Website	https://www.arpansa.gov.au/

Job Description

<https://candidate.aurion.cloud/arpansa/production/redirect/to/dmFjYW5jaWVzLzI5MTI2ODA2NTE0MDA5OTI-MS9IZ>

Our organisation

The Australian Radiation Protection and Nuclear Safety Agency (ARPANSA) is the Australian Government's primary authority on radiation protection and nuclear safety. Our purpose is to protect the Australian people and the environment from the harmful effects of radiation, through understanding risks, best practice regulation, research, policy, services, partnerships and engaging with the community.

Section overview

The Radiation Protection Services (RPS) Section is responsible for the provision of a suite of commercial services which protect workers and the public from the harmful effects of radiation. This includes the monitoring and reporting of ionising radiation doses, the radiofrequency calibration of instruments and the testing and endorsement of a range of ultraviolet protective fabrics, films and glasses. The Section maintains accreditation to ensure delivery of high quality and traceable scientific services to the Australian community. Customer management provides specific market position with growth opportunities.

What we offer

Working at ARPANSA represents a dynamic and exciting opportunity to grow your career and access capability-building professional opportunities. At ARPANSA, our workforce priorities are building sustainable capability to enable achievement of ARPANSA's mission, leading as an employer of choice in

all the fields we provide opportunities, and strategically aligning our work to deliver meaningful outcomes for the Australian community. A role at ARPANSA involves:

Values and behaviours that underpin a culture characterised by commitment, respect, delivery, inclusion and collegiality.

Opportunities to engage with national and international stakeholders, in a context that values leading practice science.

The opportunity to pursue your interests while contributing to the Australian community.

A commitment to providing an inclusive and diverse workplace where all employees are valued. We appreciate the experiences, skills and perspectives of all individuals and harness a collaborative environment. We actively encourage applications from people with diverse backgrounds.

Great working conditions including competitive salaries with 15.4% superannuation, generous leave conditions, flexible work practices, modern amenities, and free parking at both our Yallambie and Miranda sites.

Duties

Primary purpose of the role

Under general guidance and direction, you will be responsible for overseeing the dispatch of ARPANSA's Personal Radiation Monitoring Service (PRMS) monitors and ensuring that these are returned in a timely manner. You will provide high level customer service to existing clients and promote the agency's PRMS service to potential clients. You will also undertake responsibility of the stock levels for inventory used within the PRMS area and provide support to other Administrative Support functions as required.

Key accountabilities

- Provide exceptional customer service to ARPANSA's PRMS clients.
- Respond to all client issues raised or escalate as required where issues are of a sensitive or serious nature.
- Oversee the efficient and timely distribution of PRMS monitors and their timely return at the conclusion of the monitoring period.
- Identify and implement improvements to work practices and interactions with clients.

Eligibility

Our ideal candidate - job specific capabilities

Strong communication and interpersonal abilities to build productive relationships with clients, service providers, and contractors.

Demonstrated ability to work cohesively within a team, showing initiative, tact, and independent judgment.

Up-to-date knowledge and experience with Microsoft Office programs, including Outlook and Word.

Exceptional attention to detail with efficient and accurate data entry skills.

You must hold Australian citizenship and be prepared to travel interstate from time to time as required.

ARPANSA requires all new employees to obtain and maintain a national security clearance as a condition of engagement. You must also meet required pre-employment checks as necessary.

Selection criteria

There are five selection criteria for this role. If you want to advance your career, please tell us your skills, experiences and achievements that demonstrate all selection criteria in no more than 1000 words in total.

1. Demonstrated high-level client service skills and ability to build productive relationships with clients.
2. Demonstrated capacity to work in an organised and systematic manner, set priorities and meet

deadlines.

3. Experience working as part of a diverse team to achieve a common goal.
4. Demonstrated initiative and a positive attitude towards Agency change management initiatives.
5. Proven proficiency and experience with Microsoft Office programs and laboratory or customer management software.

Eligibility

Employment with ARPANSA is subject to:

- conditions prescribed within the Public Service Act 1999
- Australian Government Security Vetting Agency (AGSVA) granting a security clearance at the required level
- evidence of required citizenship status
- evidence of required qualifications
- evidence of a completed national police-check with no risks identified by ARPANSA
- the CEO of ARPANSA, or their Delegate, approving a Notice of Engagement.

The [Australian Government Security Clearance Application Guide Book](#) provides information on minimum eligibility requirements for holding a security clearance at the required level. Please ensure that you are able to provide the necessary documents if you apply for the position. More information on the security clearance vetting process is available on the [AGSVA website](#).

Notes

How to apply

Applications can be lodged through [ARPANSA Recruitment Portal](#).

Your application will consist of resume, ARPANSA cover letter to be completed via the portal, contact details for two referees and a '1000-word pitch' that considers:

- Key accountabilities
- Job specific capabilities
- Selection criteria.

ARPANSA recognises the need for our workforce to reflect the community we serve and provide an inclusive environment that respects and values diversity. We strongly encourage qualified applicants from diverse backgrounds to apply.

RecruitAbility

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme applicants who choose to apply under the scheme will be invited to participate in further assessment activity for the vacancy, where they meet the minimum requirements for the position. ARPANSA will provide [reasonable adjustments](#) or flexibilities in the recruitment process as requested. For more information visit:

<https://www.apsc.gov.au/recruitability>.

Merit pool

The selection process will establish a merit pool that may be used to fill similar positions within 18 months of advertising.

Enterprise Agreement

To find out more about the employment conditions at ARPANSA, please refer to our [Enterprise Agreement](#).

Thank you for your interest.

– ARPANSA

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: <https://www.apsc.gov.au/recruitability>

About the Australian Radiation Protection and Nuclear Safety Agency

The Australian Radiation Protection and Nuclear Safety Agency (ARPANSA) is the Australian Government's primary authority on radiation protection and nuclear safety. Our purpose is to protect the Australian people and the environment from the harmful effects of radiation, through understanding risks, best practice regulation, research, policy, services, partnerships and engaging with the community.

To Apply

Position Contact	Warren Gouin, 03 9433 2216
Agency Recruitment Site	https://candidate.aurion.cloud/arpnsa/production/redirect/to/dmFjYW5jaWVzLzI5MTI2ODA2NTE0MDA

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Industry, Science, Energy and Resources

Vacancy VN-0758201

Department of Industry, Science and Resources (DISR)

Closing Date: Sunday 08 June 2025

Australian Space Agency
Space Capability Space Programs

Job Title	Assistant Director - Space Programs
Job Type	Full-Time, Ongoing
Location	Various locations - SA SA, Various locations - ACT ACT, Various locations - NSW NSW, Various locations - QLD QLD, Various locations - VIC VIC, Various locations - TAS TAS, Various locations - WA WA, Various locations - NT NT
Salary	\$122,235 - \$129,811
Future Merit Locations	Various locations - NSW, Various locations - TAS, Various locations - QLD, Various locations - WA, Various locations - SA, Various locations - NT, Various locations - VIC, Various locations - ACT
Office Arrangement	Flexible
Office Arrangement Details	Office arrangements will be negotiated with successful candidates.
Classification	Executive Level 1
Position Number	0730_04/25
Agency Website	https://www.industry.gov.au/

Job Description

<https://industrycareers.nga.net.au/?AudienceTypeCode=EXT>

About the department

The Department of Industry, Science and Resources and our broader portfolio are integral to the Australian Government's economic agenda. Our purpose is to help the government build a better future for all Australians through enabling a productive, resilient and sustainable economy, enriched by science and technology. We do this by:

- Growing innovative & competitive businesses, industries and regions
- Investing in science and technology
- Strengthening the resources sector.

The APS and the department offer a clear direction and meaningful work. You will be able to create positive impact in people's lives whilst contributing to improved outcomes for Australia and our people.

If you would like to feel a strong connection to your work and you are accountable, committed and open to change, join us in shaping Australia's future.

Please see the [APSC's APS Employee Value Proposition](#) for more information on the benefits and value of employment within the APS.

About the team

The Australian Space Agency provides government leadership on civil space capability to improve the lives of Australians and strengthen our society. The Agency ensures that Australia's space activities contribute to Australia's national interest and broader Government objectives, including enhanced economic resilience, social cohesion, environmental sustainability, and national security.

Our agents deliver meaningful outcomes that will benefit our nation long into the future.

The Agency's functions include:

- Leadership of policy and coordination of civil space activities across government,
- Shaping and growing national space capability, including delivery of Agency programs,
- Leading international civil space engagement for economic and strategic benefit, in alignment with Australian foreign policy objectives,
- Promoting a responsible, effectively regulated space sector, while delivering on our international obligations,
- Promoting the value and benefits of space to the community, including to inspire a highly skilled workforce.

The Space Capability Branch:

- is responsible for providing whole-of-government strategic guidance and leadership on national space capability and needs through scoping activities, expert advice, and technical due diligence
- supports the growth and uptake of space applications and delivery of the Agency's programs in alignment with critical technology priorities, to grow a trusted and responsible Australian space sector
- informs and contributes to the delivery of the Agency's engagement priorities with local and international industry, space agencies and the scientific community to support Australia's national space objectives.

The role will be positioned within the Space Programs section in the Space Capability Branch.

The opportunity

This role will be an opportunity to:

- deliver Australian Space capability programs such as the Moon to Mars initiative, and
- lead the associated strategic focus, scoping and concept development in Space technologies, Exploration, Robotics and Automation to support the Government's critical technology priorities enabled by space.

As the Assistant Director, Space Programs, you will work across government, industry, and academia to ensure Australia continues to benefit from space capability development. You will have an opportunity to work alongside individuals with government, industry, and space expertise, including technical, policy, international engagement, regulatory, and communications specialisations.

Our ideal candidate

Our ideal candidate will:

- have a career history in working on space projects in a technical and or programmatic/mission assurance roles and in the application of advanced technologies to broader societal outcomes.
- be able to facilitate the development and successful shepherding of technical advice for mission assurance
- apply strategic thinking and use your existing network across government and the sector to achieve outcomes and to creatively solve complex project delivery challenges.
- have excellent interpersonal and collaboration skills build coalitions of support among disparate stakeholder groups.
- not be daunted by complexity and enjoy working in a fast-paced environment.

Our department has a commitment to inclusion and diversity, with an ambition of being the best possible place to work. This reflects the importance we place on our people and on creating a workplace culture where each and every one of us is valued and respected for our contribution. Our ideal candidate adds to this culture and our workplace in their own way. **Duties**

As the Assistant Director, Space Programs, you will consult and coordinate with all levels of Australian government, industry and academia (including Agency's grantees) to achieve the program objectives.

You will:

- Provide strategic guidance to identify and develop new program opportunities to achieve priority area objectives.
- Lead a high performing cross-functional team to ensure program delivery with a high degree of integrity.
- Anticipate and plan resourcing to ensure effective program delivery including budgets, personnel, resource management, WHS, technical and programmatic risk management, training, performance, and reporting requirements.
- Prepare and support briefings and reports.
- Program management of the Trailblazer lunar rover program outcomes which includes management of Agency program team and deliverables leading to and including successful delivery of the Critical Design Review and the phases B, C, D and E leading to the launch of the Roo-ver.
- Liaise and lead key national and international stakeholder engagements to ensure alignment of stakeholders required for successful delivery of the program.
- Risk Management for technical programs handling Technical and Programmatic risk registers and mitigations.
- Provision of Subject Matter Expertise based on expertise and experience in one or more relevant areas: space systems, space mission design, space operations, and/or space robotics.
- Maintain awareness of the state of the art for the space sector of sufficient depth to act as a technical authority for the Agency. Including representation of the Agency at national and international exploration focused forum and participation in international exploration missions as subject matter expert.
- Provide expert advice to government on space related science and technology and its applications including:
 - missions
 - mission architecture
 - robotics
 - automation on other grant funded projects supported by the Agency in programs such as Moon to Mars Demonstrator, Supply Chain and International Space Investment.
- Identify and develop opportunities for Australian robotics and automation capabilities that support the growth and capability of the Australian space and adjoining sectors.

Eligibility

To be eligible for employment in the APS and the department, candidates must be Australian Citizens.

Positions require a Baseline security clearance and successful candidates will be required to obtain and maintain a clearance at this level.

Notes

Relevant experience in program management and background in space sector is highly regarded.

A degree or equivalent in STEM topics and/or relevant professional experience is mandatory.

A merit pool may be established and used to fill future vacancies within 18 months from the date the vacancy was first advertised in the Gazette.

The department does currently offer flexible work opportunities for many roles. This vacancy is SA - Adelaide based, although flexible or remote work arrangements may be considered. Please reach out to the contact officer to discuss this further.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: <https://www.apsc.gov.au/recruitability>

About the Department of Industry, Science and Resources (DISR)

The department's Enterprise Agreement and policies provide for a flexible working environment to assist staff balance their work and home life. Staff and managers work together to balance the operating needs of the department with the needs of the individual. Options may include full time/part time working arrangements, working from home or other arrangements. Our employees say they recommend our department as a good place to work. Our workplace is one that encourages and supports all employees to have a sense of belonging and a culture that allows them to bring their authentic selves to work every day. Our reconciliation vision supports a workforce with opportunities and career pathways for Aboriginal and Torres Strait Islander peoples. The vision allows them to feel empowered and helps to ensure that the department and broader community can benefit from the knowledge and experience of Australia's First Peoples. We encourage applications from people of all ages, abilities, nationalities and backgrounds including Aboriginal and/or Torres Strait Islander people, mature age, culturally and linguistically diverse people, people of the LGBTIQ+ community and people with disability. The department wants to give candidates the opportunity to demonstrate their full potential during a recruitment process. We encourage candidates who require any adjustments or support as part of the recruitment process to reach out and discuss them with the job's contact officer. Candidates are also welcome to contact our Inclusion team at inclusion@industry.gov.au for a confidential discussion if you identify from any of these diverse backgrounds and would like to discuss how we can support you.

To Apply

Position Contact	Arvind Ramana, N/A
Agency Recruitment Site	https://industrycareers.nga.net.au/?AudienceTypeCode=EXT

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Museum of Australian Democracy - Old Parliament House

Closing Date: Thursday 22 May 2025

Executive Governance

Job Title	Centenary Project Manager
Job Type	Full-Time, Non-Ongoing
Location	Parkes ACT
Salary	\$115,443 - \$125,832
Future Merit Locations	Parkes
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	Executive Level 1
Position Number	New Position
Agency Website	

Job Description

<https://www.moadoph.gov.au/about/careers>

Old Parliament House will mark its centenary in 2027 and MoAD is developing a suite of programs to mark the anniversary. MoAD is seeking an experienced events and programs Project Manager, to provide high-level support to the Director, Deputy Directors and OPH Board to manage and develop a number of key programs and events related to OPH's centenary. The successful applicant will need to work under limited supervision, and demonstrate strong coordination, project management, administration, and relationship management skills and enjoy working in a fast-paced environment.

Duties

The successful candidate will be responsible for the planning, coordination and management of a number of complex projects and events, including liaison with external organisations and across MoAD business areas.

Other duties include:

- Provide high level organisational and administrative support to the Director, Deputy Directors and the Board.
- Liaise and collaborate with a wide range of stakeholders to support teams across the organisation and externally to develop and deliver events and programs.
- Manage project and event budgets, risk, financial reporting and other corporate

administration to manage the programs.

- Prepare reports, presentations and briefs, and undertake research as directed by the Director or Deputy Directors.
- Prepare and present progress reports for Executive and senior management teams.
- Manage tight timeframes to meet executive and stakeholder requirements.

Eligibility

To be eligible for this position at MoAD, applicants must:

- be an Australian Citizen; and
- have a security clearance or be willing to undertake the process to obtain a baseline clearar (after commencement).
- be willing to provide identity documents and undergo an identity pre-employment check thro a Document Verification Service, if you are deemed to be the successful candidate.

Notes

This is a Non-Ongoing specified task until the completion of Centenary celebrations in 2027.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: <https://www.apsc.gov.au/recruitability>

About the Museum of Australian Democracy - Old Parliament House

To Apply

Position Contact	Vera Villinger, 02 6270 8297
Agency Recruitment Site	https://www.moadoph.gov.au/about/careers

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0758246

National Film and Sound Archive of Australia

Closing Date: Sunday 25 May 2025

Corporate Governance, Legal & Procurement

Job Title	Assistant Director Governance
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Acton ACT, Southbank VIC, Pyrmont NSW
Salary	\$116,221 - \$125,832
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	You may apply for flexible arrangements.
Classification	Executive Level 1
Position Number	89239
Agency Website	https://www.nfsa.gov.au/

Job Description

<https://nfsa.elmogov.com.au/careers/nfsa/jobs>

About the National Film and Sound Archive of Australia

The National Film and Sound Archive of Australia (NFSA) is Australia's audiovisual archive, telling the national story by collecting, preserving and sharing audiovisual media, the cultural experience platforms of our time. The collection itself dates back to 1935, making it one of the world's oldest audiovisual collections. It is also one of the country's most used cultural collections, with around 125 million views of collection content each year. The NFSA is in a period of significant change. Following increased Government investment, the institution is in a process of digital transformation, establishing the NFSA as Australia's most dynamic and valued cultural organisation. We are rebuilding our curatorial workforce and developing the NFSA's capacity to digitise our collection at scale – to preserve it for the future, to make sure it can be discovered, and to share it with all Australians.

We continue to work on developing a stable, secure and future-proof workforce across our four physical sites based in Canberra and Mitchell in the ACT as well as in Sydney and Melbourne.

We are also undergoing a program of business improvement for many of our corporate systems to improve efficiency and reduce manual handling.

We are an ambitious organisation, and we aim to be an employer of choice within the Galleries, Libraries, Archives and Museums (GLAM) sector, providing exciting and challenging work, as well as favourable employment conditions and unique development opportunities for our staff.

About the Team

The Governance team is part of Corporate Branch. The team provides secretariate support and reporting to the NFSA Board and Executive on the agency's reporting and compliance obligations under the under the Public Governance, Performance and Accountability Act 2013. It has oversight of the performance framework, risk management, internal audit, whole of government processes, organisational planning and policy management. The team manages the NFSA's accountability and performance obligations, including preparation of the organisation's Corporate Plan and Annual Report.

The team also provides support across the agency in the development of strategic planning and policy advice.

The Opportunity

The Assistant Director Governance will provide high level support to the Executive and Board in the development of the NFSA's corporate governance framework including providing secretariat support to the Board and its subcommittees, assisting with the development of strategic and corporate plans and managing the NFSA's accountability and performance obligations, including preparation of the NFSA Annual Report.

Please note: This recruitment process is intended to fill both current and future vacancies. While the position on offer is ongoing, a merit pool of suitable applicants may be established to fill similar ongoing and non-ongoing positions within the next 18 months.

Duties

Under broad direction, this position is responsible for delivering the following functions:

- Provide high-level assistance to the Senior Executive and Board in the preparation of the NFSA's corporate governance framework including development, implementation and monitoring of the Corporate Plan and the Annual Report.
- Undertake performance reporting against the corporate governance framework to ensure the effective delivery of, and compliance with the NFSA's accountability obligations and strategic and corporate goals and objectives.
- Oversee liaison, research and coordination of whole of government and portfolio issues including ministerial briefs, responses to requests for information, senate estimates briefing and responses to Questions on Notice.
- Manage the NFSA's internal audit processes, risk management and policy registers.
- Support the role and objectives of the NFSA, including undertaking research, policy development and analysis.
- Assist with the provision of secretariat services to the Board and its Committees including preparation and review of board papers.
- Liaise with individuals and organisations, including staff and the Department as required.
- Undertake and coordinate the conduct of key corporate and executive projects.
- Manage a small team.

Selection Criteria

The successful candidate will demonstrate their capacity against the following:

1. Demonstrated interpersonal skills including the ability to liaise effectively and manage a range of stakeholder relationships.
2. Strong oral and written communication skills, including reporting and the preparation of corporate, policy and briefing documents.
3. High level of strategic thinking with a proven track record of implementing change and business improvement in a government or corporate environment.
4. Demonstrated ability to successfully complete complex or sensitive projects in a timely manner.
5. Demonstrated ability to lead and manage a team to achieve organisational goals.

Desired Skills and Experience

- Tertiary qualifications in a relevant field and/or experience in governance.

Eligibility

To be eligible for this position you must:

- Be an Australian Citizen.

- Satisfactorily complete an Australian Federal Police National Police Check.

How to Apply

When applying via our online e-recruitment system, please address the details in the 'Key Responsibilities/Duties' and 'Selection Criteria' by outlining 1,000 words or less, how your skills and relevant experience demonstrate that you would be our ideal candidate. Your current resume is also to be included in your application.

In addition to an application and your resume, the assessment process for this position may also include an interview and referee reports.

We welcome and encourage applications from people with disability, the LGBTQIA+ communities, from Aboriginal and/or Torres Strait Islander people, and people from culturally and linguistically diverse backgrounds.

What we offer you

We provide a diverse, inclusive, and supportive work environment with access to:

- Great training and development opportunities.
- Generous leave and flexible working arrangements.
- Our Employee Assistance Program (EAP – a free counselling service for you and your family).
- A competitive salary, plus 15.4% superannuation.
- Rewards and recognition initiatives.

Notes

Cultural Values

We are an equal opportunity employer, embracing a diverse range of applicants such as veterans, and people who identify as Aboriginal and/or Torres Strait Islander, LGBTQIA community members, individuals with disabilities and/or health conditions, as well as those from varied faith and cultural backgrounds. At the NFSA we prioritise the development of a safe, inclusive, and high-performance culture through shared actions and behaviours that align with our strategy and direction. This empowers our employees to effectively contribute to our goals.

The National Film and Sound Archive of Australia is committed to ensuring a child-safe and child-friendly environment. All employees are expected to demonstrate a commitment to, and support for these principles in theory and practice.

RecruitAbility

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information see: RecruitAbility | Australian Public Service Commission (<https://apsc.gov.au>)

About the National Film and Sound Archive of Australia

The National Film and Sound Archive of Australia (NFSA) is the national agency concerned with the visibility, usability and sustainability of Australia's audio-visual heritage. The NFSA's mission is to collect, preserve, and share the national audio-visual collection for others to learn, experience and create with it.

To Apply

Position Contact	Tim McLinden, 02 6248 2182
Agency Recruitment Site	https://nfsa.elmogov.com.au/careers/nfsa/jobs

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0758078

Office of the eSafety Commissioner

Closing Date: Sunday 25 May 2025

Technology and Strategy
 Technology, Data and Digital Enablement Technology Operations

Job Title	Infrastructure Engineer, IT Operations
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Pymont NSW, Belconnen ACT, Melbourne VIC
Salary	\$94,658 - \$106,898
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible; Hybrid
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with our enterprise agreement and the operational requirements of the role.
Classification	APS Level 6
Position Number	2846-2025-1
Agency Website	https://www.esafety.gov.au/about-us

Job Description

<https://www.acma.gov.au/careers>

At eSafety, we are pioneers in online safety regulation, leading global efforts to combat digital harms and foster safer, more positive online experiences for all Australians. Our mission is bold and far-reaching.

From tackling cyberbullying and child sexual exploitation, to confronting emerging harms brought about by new innovations such as generative AI and immersive technologies, we oversee Australia's online safety landscape.

eSafety's structure consists of the Office of the eSafety Commissioner and three divisions:

- **Regulatory Operations Division:** with Branches focused on Education, Prevention and Communities; Investigations; Industry, Compliance and Enforcement
- **General Counsel:** including our Legal Services Branch
- **Technology and Strategy Division:** with Branches focused on Strategy, Engagement and Research; Technology, Data and Digital Enablement; Strategic Communications; Business Operations and Governance.

Supporting this structure are **Executive Support Offices** which play a key role in the facilitation and coordination of activities across the broader organisation.

Duties

The Infrastructure Engineer requires a range of skills and experience with a strong background in the Microsoft technology stack, as well Hypervisor technologies. You must have a positive work ethic, with the initiative to always learn new technologies when required, as well as being able to work effectively in a remote work environment.

The key duties of the position include:

- Working within a small team of BAU and project team members to deliver ICT and IT security related projects.
- Involvement in the design, implementation and administration of such systems during their project lifecycle stage, and into BAU.
- Other duties as directed.

This role would suit someone who is proactive, solutions-oriented, and passionate about leveraging technology to support a fast-paced environment.

Eligibility

To be eligible for employment with eSafety, applicants must be Australian citizens.

The successful applicant must be able to obtain and maintain a baseline or hold a current security clearance of an appropriate level. More information on the security clearance vetting process is available on the Australian Government Security Vetting Agency (AGSVA) website.

Successful applicants are required to satisfy an employment screening process which may include demonstrating Australian citizenship, satisfactory completion of security and integrity checks and successful completion of a medical assessment.

Notes

Due to the nature of the role, it will be only offered on a full-time basis.

Suitable candidates may be placed in a merit pool from this selection process and the pool may be used to fill similar ongoing or non-ongoing roles. Non-ongoing vacancies filled from a merit pool may be offered as a specified term. Applicants may have their application and assessment results shared with other Australian Public Service (APS) agencies looking to fill similar roles.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme;

declare you have a disability; and meet the minimum requirements for the job.

For more information visit: <https://www.apsc.gov.au/recruitability>

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: <https://www.apsc.gov.au/recruitability>

About the Office of the eSafety Commissioner

The eSafety Commissioner's (eSafety) purpose is to help safeguard Australians at risk from online harms and to promote safer, more positive online experiences.

To Apply

Position Contact	Ryan Hodgson, 02 7254 8675
Agency Recruitment Site	https://www.acma.gov.au/careers

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0758103

Office of the eSafety Commissioner

Closing Date: Sunday 25 May 2025

Technology and Strategy
 Technology, Data and Digital Enablement Technology Operations

Job Title	Service Desk Analyst
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Pymont NSW, Belconnen ACT, Melbourne VIC
Salary	\$85,883 - \$106,898
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible; Hybrid
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with our enterprise agreement and the operational requirements of the role.
Classification	APS Level 5; APS Level 6
Position Number	2485-2025-1
Agency Website	https://www.esafety.gov.au/about-us

Job Description

<https://www.acma.gov.au/careers>

At eSafety, we are pioneers in online safety regulation, leading global efforts to combat digital harms and foster safer, more positive online experiences for all Australians. Our mission is bold and far-reaching.

From tackling cyberbullying and child sexual exploitation, to confronting emerging harms brought about by new innovations such as generative AI and immersive technologies, we oversee Australia's online safety landscape.

eSafety's structure consists of the Office of the eSafety Commissioner and three divisions:

- **Regulatory Operations Division:** with Branches focused on Education, Prevention and Communities; Investigations; Industry, Compliance and Enforcement
- **General Counsel:** including our Legal Services Branch
- **Technology and Strategy Division:** with Branches focused on Strategy, Engagement and Research; Technology, Data and Digital Enablement; Strategic Communications; Business Operations and Governance.

Supporting this structure are Executive Support Offices which play a key role in the facilitation and coordination of activities across the broad

Duties

This is an exciting opportunity to make a difference in a small and growing agency working on the front lines of online safety. Service desk analysts provide a key role in keeping eSafety's systems running smoothly to ensure operations continue and users can operate at their best. They will develop strong working relationships across the Technology and Engineering teams, business lines and their peers in the ACMA to develop and implement best practice in the eSafety service desk environment.

We are looking for APS 5 Service Desk Analysts and APS 6 Senior Service Desk Analysts.

The key duties of the **APS 5 Service Desk Analyst** position include:

- Providing first and second level ICT support to eSafety staff including guidance on IT policies, procedures, and assistance resolving technical issues.
- Communicating in a professional and friendly manner with colleagues, clients and third parties face-to-face, and via telephone, email and other software platforms.
- Recording incidents, service requests, status and resolution information using eSafety's service management system, escalating incidents and service requests appropriately.
- Following procedures and liaising with procurement staff for purchase of hardware and software.
- Assisting in maintenance of IT equipment, asset management and record keeping.
- Providing support for the issued hardware and Standard Operating Environment (SOE) including software and applications based on Microsoft Windows 10 and Office 365 / Microsoft 365.
- Participating in an on-call roster to provide support and ensure IT Service Desk coverage.
- Create and maintain support materials such as standard operating procedures and knowledge base articles, as well as providing ICT training where it may be required.
- Undertaking other duties as required.

In addition to the above the **APS 6 Senior Service Desk Analyst** will:

- Act as an escalation point for more complex incidents and problems, including logging, escalating and coordinating with team members, other IT support areas and service providers to resolve and/or provide workarounds.
- Identifying risks and managing mitigations as required.

Eligibility

To be eligible for employment with eSafety, applicants must be Australian citizens.

The successful applicant must be able to obtain and maintain a Baseline security clearance or hold a current security clearance of an appropriate level. More information on the security clearance vetting process is available on the Australian Government Security Vetting Agency (AGSVA) website.

Successful applicants are required to satisfy an employment screening process which may include demonstrating Australian citizenship, satisfactory completion of security and integrity checks and successful completion of a medical assessment.

Notes

Due to the nature of the role, it will be only offered on a full-time basis.

Suitable candidates may be placed in a merit pool from this selection process and the pool may be used to fill similar ongoing or non-ongoing roles. Non-ongoing vacancies filled from a merit pool may be offered as a specified term. Applicants may have their application and assessment results shared with other Australian Public Service (APS) agencies looking to fill similar roles.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: <https://www.apsc.gov.au/recruitability>

About the Office of the eSafety Commissioner

The eSafety Commissioner's (eSafety) purpose is to help safeguard Australians at risk from online harms and to promote safer, more positive online experiences.

To Apply

Position Contact	Ryan Hodgson, 02 7254 8675
Agency Recruitment Site	https://www.acma.gov.au/careers

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0758109

Office of the eSafety Commissioner

Closing Date: Sunday 25 May 2025

Regulatory Operations
Education, Prevention and Inclusion Education Sectors

Job Title	Project Officer – Education Sectors
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Melbourne VIC, Pyrmont NSW
Salary	\$94,658 - \$106,898
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with our enterprise agreement and the operational requirements of the role.
Classification	APS Level 6
Position Number	2332-2025-1
Agency Website	https://www.esafety.gov.au/about-us

Job Description

<https://www.acma.gov.au/careers>

About eSafety

At eSafety, we are pioneers in online safety regulation, leading global efforts to combat digital harms and foster safer, more positive online experiences for all Australians.

Our mission is bold and far-reaching.

From tackling cyberbullying and child sexual exploitation, to confronting emerging harms brought about by new innovations such as generative AI and immersive technologies, we oversee Australia's online safety landscape.

About the team

The **Education, Prevention and Inclusion Branch** designs and delivers educational resources to prevent online harms, working with key sectors and community members to build user capacity and resilience through training programs, awareness raising and referrals.

The **Education Sectors Team** is responsible for ensuring eSafety's support for educators (from early learning through to the tertiary sector) is targeted, effective and keeping pace with emerging technologies and online safety trends.

Duties

About the role

This is an exciting opportunity to be part of a dedicated team that works with external stakeholders to support the delivery of online safety education at scale and increase awareness of eSafety and our functions among key audiences.

As the Project Officer, you will support the effective administration of the Trusted eSafety Provider Program, National Online Safety Education Council work in the Education Sectors team.

You will be working directly with internal and external stakeholders to raise community awareness of eSafety and the Education

Sector team's work programs.

You will also support the operation of collaborative forums for sharing insights, research and best practice. This includes the planning and delivery of meetings, communities of practice and facilitating regular communication.

The key duties of the position include:

- Assist in the development of new content, including digital assets and web content for various target audiences
- Assist in the development and management of project schedules, timelines and budgets, providing support to ensure that projects run on time and to budget
- Organising focus and working groups as needed
- Support procurement and contract processes
- Producing written work for a variety of purposes and audiences
- Supporting relationships with key stakeholders, including educators, tertiary organisations and the peak bodies that represent them
- Providing administrative and technical support during online sessions and meetings
- Working collaboratively with team members across eSafety

Eligibility

To be eligible for employment with eSafety, applicants must be Australian citizens.

The successful applicant must be able to obtain and maintain a baseline security clearance or hold a current security clearance of an appropriate level. More information on the security clearance vetting process is available on the [Australian Government Security Vetting Agency \(AGSVA\)](#) website.

The successful applicant must be able to obtain and maintain a Working with Children Check (or equivalent).

Notes

Suitable candidates may be placed in a merit pool from this selection process and the pool may be used to fill similar ongoing or non-ongoing roles. Non-ongoing vacancies filled from a merit pool may be offered as a specified term. Applicants may have their application and assessment results shared with other Australian Public Service (APS) agencies looking to fill similar roles.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: <https://www.apsc.gov.au/recruitability>

About the Office of the eSafety Commissioner

The eSafety Commissioner's (eSafety) purpose is to help safeguard Australians at risk from online harms and to promote safer, more positive online experiences.

To Apply

Position Contact	Nicky Sloss, 02 7254 8625
Agency Recruitment Site	https://www.acma.gov.au/careers

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Prime Minister and Cabinet

Vacancy VN-0758278

Aboriginal Hostels Limited

Closing Date: Sunday 25 May 2025

Nhulunbuy Hostel

Job Title	Cooks, Housekeepers, Night Attendants and Assistant Hostel Managers
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Nhulunbuy NT
Salary	\$59,520 - \$81,775
Future Merit Locations	Various locations - NT, Nhulunbuy
Office Arrangement	On Site
Office Arrangement Details	On Site Work Required
Classification	APS Level 2;APS Level 4
Position Number	Multiple
Agency Website	https://www.ahl.gov.au/work

Job Description

Aboriginal Hostels Limited (AHL) is looking for reliable and motivated Night Attendants, Cooks, Housekeepers, and Assistant Hostel Managers to join our team and help create a safe, clean, and welcoming environment at our hostels. This is a great opportunity to be part of important work that supports First Nations peoples across Australia. If you're looking for a position in a supportive team where your efforts truly matter, we would love to hear from you.

Duties

Key Responsibilities: Night Attendant – APS2

- Maintaining the safety of residents and the security of the premises.
- Monitoring and authorising entrance and departure of residents, staff and visitors.
- Responding to emergencies.
- Reporting activity and irregularities, including damage to property or maintenance issues, presence of unauthorised persons or other unusual occurrences.
- Performing general cleaning duties to ensure the hostel is kept clean and tidy.

Key Responsibilities: Cook – APS2

- Preparing and serving meals in accordance with AHL's 4 week rotating set menu's.
- Maintaining compliance with Food Safety Standards and other relevant legislation.
- Assisting with food ordering, receive and monitor food and kitchen supplies.
- Cleaning and maintaining kitchen and kitchen equipment.
- Preparing the dining room for meal times and clean up afterwards.

Key Responsibilities: Housekeeper – APS2

- Ensuring all areas of our hostel are clean, safe, and hygienic for residents and staff.
- Cleaning and maintaining resident rooms and communal areas such as dining rooms, lounge rooms and bathrooms.
- Completing regular room cleans and laundry tasks
- Handling cleaning supplies and equipment carefully and follow safety guidelines.
- Assisting with other general housekeeping duties as needed.

Key responsibilities: Assistant Hostel Manager – APS4

Working in conjunction with the Hostel Manager, your role will be to ensure hostel occupancy is high and service to residents is exceptional. You will be a hands-on manager, working closely and supervising a small hostel team to provide three meals a day whilst ensuring the facility is clean, safe and welcoming. Under the direction of the Operations Management Team, Hostel managers facilitate the day-to-day operations of the hostel in accordance with AHL policies and procedures, the Australian Public Service Code of Conduct and relevant APS legislation.

What We're Looking For:

- A passion for excellence in customer service.
- Relevant experience and qualifications are a bonus but not required for APS2 roles!
- The health and fitness to participate in an active role.
- The ability to follow procedures and work independently.
- A positive attitude and a friendly nature.
- Experience in a management position or background in leading hospitality and accommodation teams (for APS4 Assistant Hostel Manager)

Eligibility

- provide evidence of Australian Citizenship;
- undergo a satisfactory National Criminal History Check;
- hold and maintain a Working with Children Check;
- meet Fitness for Duty requirements.

Notes

What We Offer:

- **Competitive Pay & Benefits:** \$59,520 - \$64,877 per annum (pro-rated for part-time) for APS2. \$75,022 - \$81,775 per annum (pro-rated for part time) for APS4. You'll receive an above-award salary, 15.4% superannuation, and generous leave entitlements to make sure you're well looked after.
- **Job Security & Career Growth:** Enjoy employment with plenty of opportunities to grow and move up within the organisation.

- **Supportive Team Environment:** You'll be part of a friendly, inclusive team where your work is valued.
- **Generous shift penalties** apply for work after hours, night shifts, weekends and public holidays.
- **Regular salary packaging** options for vehicles, superannuation and personal expenses etc PLUS, ability to salary sacrifice \$15,900 per FBT year for rent, mortgage or living expenses. This benefit reduces taxable income, increasing fortnightly take-home pay.
- **Generous Leave Entitlements** including additional days off when your RDO falls on a public holiday, 18 days sick/personal leave per annum, cultural and NAIDOC day leave.
- **Employee Assistance Programme:** Employees, their partners, and their dependants/children will have access to a confidential, professional counselling service to assist employees to manage personal and work issues.

At AHL we welcome all candidates and value the unique skills and perspectives each person brings. If you're looking for a position that lets you make a real difference, apply today and help us support First Nations peoples across the country.

[How to Apply](#)

Please click [here](#) to submit an application.

As part of your application, you will need to attach a CV, provide two references and answer some questions about how your experience will make you a great fit for the role.

For more information, please reach out to Miles McLoughlin on 0419 987 566 or Miles.McLoughlin@ahl.gov.au or the HorizonOne team at ahl@horizonone.com.au. You can also request a paper-based application form which can be submitted via email by contacting ahl@horizonone.com.au.

Please note that applications close at **11:59pm Sunday 25 May 2025**.

Indigenous job seekers are encouraged to apply for this vacancy. If the job is 'Identified', then part or all of the duties impact on Indigenous Australian communities or their representatives.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: <https://www.apsc.gov.au/recruitability>

About the Aboriginal Hostels Limited

Our purpose is to provide culturally safe and affordable accommodation for First Nations people who need to be away from home to access services and economic opportunities. Across our network of hostels, dedicated AHL staff provide accommodation and meals for residents in a culturally safe and supportive environment. We have a strong network of relationships with other organisations, including First Nations organisations. This network both refers residents to AHL and works alongside AHL to support residents to meet their needs. We are proud to be one of the largest employers of First Nations people in the Australian Public Service, First Nations employees make up over 40% of our workforce. Working with us will provide you with a chance to contribute to improving the quality of life and economic opportunities for First Nations people.

To Apply

Position Contact	Miles McLoughlin, 0419 987 566
Agency Recruitment Site	

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Social Services

Vacancy VN-0758255

National Disability Insurance Agency

Closing Date: Thursday 22 May 2025

CHIEF FINANCIAL OFFICER DIVISION
Financial Reporting & Control

Job Title	APS6 Senior Finance Officer Scheme Reporting
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Melbourne VIC, Geelong VIC
Salary	\$96,737 - \$106,950
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Positions may be offered for working from home, split offering under hybrid, or may be flexible
Classification	APS Level 6
Position Number	0622_02/25_EXT
Agency Website	https://www.ndis.gov.au

Job Description

<https://www.ndis.gov.au/about-us/careers-ndia>

Our participants, Our people, Our purpose

Currently, there are around 4.3 million Australians with a disability. The National Disability Insurance Agency (NDIA) implements the National Disability Insurance Scheme (NDIS), which is one of the biggest social reforms in the country since Medicare. As an

Agency, we support more than 600,000 participants with a significant and permanent disability, and the families and carers of those living with disability. For many Australians, this will be the first time they receive the disability support they need. The NDIA is designed to enhance the quality of life and increase economic and social participation for people with disability and will mean a peace of mind for every Australian.

A new role awaits

The National Disability and Insurance Agency (NDIA) is seeking candidates to fill an APS6 Senior Finance Officer Scheme Reporting vacancy in our Financial Reporting and Control Branch, Scheme Reporting team.

The Our Scheme Reporting team provides oversight in the performance and position of the Scheme's financial statements and monitors the financial systems these statements rely on. Comprising four specialised teams, our Scheme Reporting team collectively analyse Scheme revenues, expenses, payables, receivables, systems and controls. Their critical role involves informed decision-making, safeguarding financial position, and ensuring accurate financial reporting.

Duties

Where you can add value

As the APS6 Senior Finance Officer Scheme Reporting you will exercise a considerable degree of independence to engage in very complex problem solving and manage issues management on Scheme financial matters.

You will apply sound decision-making and judgement to produce high level advice and operational support.

Working with key internal and external stakeholders where required you will represent and negotiate on behalf of the Branch to advance the NDIA's financial control environment.

Under direction you will develop reporting and procedures to ensure the Agency operates a strong financial control environment and provide support in problem solving managing Scheme financial issues and matters.

The position requires attention to detail and an ability to summarise financial information to support provide high level advice and operational support.

Responsibilities of the role include but are not limited to:

- Sourcing, transforming and interpreting data into actionable metrics and insights.
- Producing a suite of reports, interpreting data, and analysing results using standard and complex statistical techniques.
- Managing business and technical reporting including requirements, design, testing, training, and rollout.
- Articulating complex information in simple messaging for key stakeholders with varied levels of data literacy.
- Delivering the Agency's continuous improvement initiative, automating reporting, and using the data warehouse information.
- Writing various types of documents, such as operational procedures, manuals, job aids, forms, and reference guides.

Eligibility

Enough about us, let's talk about you

In line with the NDIA's values and mission, you will have a positive contemporary attitude to people with disability and an understanding and knowledge of disability and its impact on individuals. This role will provide you with opportunities to make a real difference in the lives of people with a disability and contribute to the success of the NDIA for generations to come.

Our ideal candidate will have substantial experience working in a Finance function, preferably in a large multi-layered enterprise or government entity. You will possess the ability to work across a broad range of activities potentially relating to the work of different program areas.

You will demonstrate sound analytical and problem-solving skills with a focus on continuous improvement. You will be able to take instruction, prepare, test, analyse data and evaluate options.

Experience working in SAP (and/or SAP BW) and SAS or similar platforms is desirable. You will have substantial Excel experience and knowledge.

Your NDIA Experience

We work as one team. We are accepting, diverse and driven. We take a shared approach to making progress. We welcome and

support each other and encourage different ideas, insights and opinions. We empower and enable each other to be our best. We collaborate, connect and work together to create a workplace that makes us proud. And while we're based far and wide across the country, we make sure nobody feels they are out on their own.

- You will work for a socially inclusive and culturally diverse workplace, that is making a meaningful impact to the lives of more than 600,000 Australians.
- Access to higher superannuation and above market leave entitlements
- Competitive remuneration and working conditions that support a positive work life balance
- Access to ongoing professional development and learning

While this role is ideally performed from **Geelong - VIC** or **Richmond - VIC**, remote working arrangements may be considered. We intend to fill this role in an ongoing capacity, however non-ongoing roles up to 12 months with the possibility of extension up to 2 years may be offered.

Successful candidates will be required to undergo a pre-employment National Police History check, Worker Screening check and/or Working with Children Check (where required) and provide evidence of Australian Citizenship.

Applications for this role close at 11:30pm (AEST) on Tuesday 20th May 2025.

If you have any questions, please contact [[REQ - Hiring Contact Name]] on [[REQ - Contact officer phone]] or email [[REQ - Contact officer email]]

With the exception of personal details, applications can NOT be edited or updated once submitted for consideration. Please make sure you are completely satisfied with your entire application before submitting.

NDIA is committed to supporting an inclusive and diverse workforce and welcomes and encourages applications from People with Disability (PwD), First Nations peoples, LGBTIQ+ people, people from Culturally and Linguistically Diverse backgrounds, Mature age workers, as well as young workers and supporting an inter-generational workforce and supporting gender equity and families. NDIA will provide reasonable adjustments for candidates to participate equitably in the recruitment process and discuss workplace adjustments to fulfil the inherent requirements of the role.

If you require an adjustment to be made during the recruitment process (including alternate formats of the application form) or have an enquiry about the support provided, please contact DFP Recruitment on 1300138337 or NDIA@dfp.com.au

RecruitAbility applies to this position: The RecruitAbility scheme supports people with disability applying for jobs in the Australian Public Service (APS) by giving you a better opportunity to put forward your skills and experience during the selection process.

There are certain roles within the National Disability Insurance that may require mandatory vaccination, subject to government order or directive. Evidence may be required prior to commencement.

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: <https://www.apsc.gov.au/recruitability>

About the National Disability Insurance Agency

The NDIS provides funding to eligible people with disability to gain more time with family and friends, greater independence, access to new skills, jobs, or volunteering in their community, and an improved quality of life. The NDIS also connects anyone with disability to services in their community. This includes connections to doctors, community groups, sporting clubs, support groups, libraries and schools, as well as providing information about what support is provided by each state and territory government. The

NDIS now supports over 500,000 Australians with disability to access the services and supports they need. This includes supporting approximately 80,000 children with developmental delay, ensuring they receive supports early so that they achieve the best outcomes throughout their lives.

To Apply

Position Contact	Amanda Phillips, 0384161767
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

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Social Services

Vacancy VN-0758271

National Disability Insurance Agency

Closing Date: Monday 26 May 2025

NCC and Complaints Division

Job Title	APS5 National Contact Centre Program Support
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Robina QLD
Salary	\$86,624 - \$93,253
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements may be considered
Classification	APS Level 5
Position Number	1049_04/25_EXT
Agency Website	https://www.ndis.gov.au

Job Description

<https://www.ndis.gov.au/about-us/careers-ndia>

The National Disability and Insurance Agency (NDIA) is seeking candidates to fill the APS5 National Contact Centre (NCC) Program Support vacancy. This is a key role in supporting the growth of the NCC branch by planning, coordinating and facilitating recruitment activities, onboarding processes, positional movements and operational support for the NCC Branch.

Duties

Duties may include, but are not limited to:

- Co-ordinating recruitment projects and activities for the NCC Branch.
- Scheduling, tracking, recording and reporting on recruiting projects.
- Liaising and collaborating with hiring managers, P&C recruitment, P&C onboarding, org management, outsourced recruitment providers and other internal and external stakeholders.
- Monitoring and managing the NCC recruiting group mailbox, responding to enquiries within agreed SLA's
- Maintaining NCC workforce and recruitment data, org charts, knowledge management and process documentation.
- Scheduling a high volume of meetings and interviews. Being point of contact for panel members and candidates.
- Providing subject matter expertise and advice on NCC recruitment processes, internal movements and other workforce management processes.
- Creating, maintaining and auditing Branch distribution lists
- Ordering and tracking ICT assets for the Branch.
- Collaborating with team members to achieve program, project and business outcomes.

Eligibility

This role sits in the NCC Strategy and Analytics team of the National Contact Centre Branch, part of the NDIA Service Delivery group.

Desirable skills and experience:

- Excellent written and verbal communication and interpersonal skills.
- Problem solving and decision making based on evidence and sound judgment.
- Ability to manage multiple tasks and meet deadlines.
- Collaborate with colleagues and stakeholders across different business areas, levels and functions.
- Ability to contribute to the development and implementation of programs.
- Ability to adapt to change and work in dynamic environments.
- Basic level competency in MS Excel, Word, Visio and Sharepoint.
- Intermediate level competency in MS Outlook to manage mailboxes and calendars and to schedule meetings.
- A high-level understanding of the objectives and operation of the NDIS.
- A high-level understanding of basic project management principles.
- High level knowledge of the organisational structure of the NCC and its operations and enabling functions.
- There are no specific qualifications required for this role.
- Experience working in a contact centre, recruiting or administrative roles is advantageous.

Notes

While this role is ideally performed from QLD - Robina remote working arrangements may be considered. We intend to fill this role in an ongoing capacity, however non-ongoing roles up to 12 months with the possibility of extension up to 2 years may be offered.

Successful candidates will be required to undergo a pre-employment National Police History check, Worker Screening check and/or Working with Children Check (where required) and provide evidence of Australian Citizenship.

Applications for this role close Monday 26 May 2025 at 11.30pm AEST

If you have any questions, please contact Cameron Walker on 0436 809 002 or email Cameron.walker@ndis.gov.au

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: <https://www.apsc.gov.au/recruitability>

About the National Disability Insurance Agency

The NDIS provides funding to eligible people with disability to gain more time with family and friends, greater independence, access to new skills, jobs, or volunteering in their community, and an improved quality of life. The NDIS also connects anyone with disability to services in their community. This includes connections to doctors, community groups, sporting clubs, support groups, libraries and schools, as well as providing information about what support is provided by each state and territory government. The NDIS now supports over 500,000 Australians with disability to access the services and supports they need. This includes supporting approximately 80,000 children with developmental delay, ensuring they receive supports early so that they achieve the best outcomes throughout their lives.

To Apply

Position Contact	Cameron Walker, 0436 809 002
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

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Treasury

Vacancy VN-0758269

Australian Securities and Investments Commission

Closing Date: Thursday 22 May 2025

Job Title	Senior Manager - Small Business
Job Type	Full-Time, Ongoing
Location	Sydney NSW, Adelaide SA, Brisbane QLD, Traralgon VIC, Canberra ACT, Darwin NT, Hobart TAS, Melbourne VIC, Perth WA
Salary	-
Future Merit Locations	Sydney, Adelaide, Brisbane, Traralgon, Canberra, Darwin, Hobart, Melbourne, Perth
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid work arrangement
Classification	Executive Level 2
Position Number	1856700
Agency Website	https://asic.gov.au/about-asic/what-we-do/

Job Description

https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in_organid=16529&in_jnCounter=226248793

At ASIC, you can be the change that ensures a fair, strong and efficient financial system for the benefit of all Australians. Contribute to delivering on ASIC's purpose, vision, and strategic priorities to help maintain the integrity of the financial system and protect consumers from harm.

ASIC is seeking a Senior Manager to oversee regulatory and supervisory functions in the small business sector. This role drives compliance initiatives, stakeholder engagement, and ASIC's small business strategy, ensuring positive outcomes for businesses, consumers, and investors.

- **Location – All locations considered**
- **Salary between \$165,011 - \$195, 951 (depending on experience) + 15.4% superannuation**
- **Permanent position**
- **Applications close at 11:59pm AEST, 22 May 2025**

The team

Companies, Registered Liquidators and Small Business is the team primarily responsible for ASIC's role in relation to the regulation and supervision of companies, registered liquidators and small business to ensure sector adherence with the laws administered by ASIC, protection of consumers and investors, and the promotion of market integrity

The small business function within the team leads the development and implementation of ASIC's small business strategy. This includes engaging with small business stakeholders to understand the issues, challenges and opportunities experienced in the small business sector. It also involves working across ASIC to develop and implement initiatives to address those issues, challenges and opportunities.

If you're passionate about helping small businesses and company directors to meet their obligations, this is your opportunity to make an impact!

The role

The Senior Manager leads and manages a team that is responsible for identifying, assessing and responding to regulatory issues relating to the small business sector. They will work collaboratively across ASIC and with external stakeholders to deliver regulatory programs that promote compliance with the law and good outcomes for small businesses, consumers and investors.

Key Responsibilities:

- Lead regulatory and supervisory activities involving the small business sector
- Lead the identification and implementation of effective regulatory strategies and interventions to address issues, challenges and opportunities in the small business sector.
- Build and manage strategic partnerships with stakeholders, small business, small business industry groups and other regulatory bodies, including representing ASIC externally.
- Build and lead an effective team, including by providing strategic direction, coaching, and leadership to staff.
- Present insights and recommendations to Executive and Board-level audiences.

Duties

About you

You will ideally have a relevant tertiary qualification, experience in public administration or regulation, and/or experience working with small businesses and small business stakeholders. You should have strong strategic thinking skills, experience in leading a high-performing team, and managing a range of internal and external stakeholder relationships.

This role requires strong regulatory knowledge, data literacy, and risk management expertise, and the ability to leverage technology for process improvements. Additionally, strategic thinking, stakeholder engagement, and project management are essential to drive compliance and industry outcomes.

Equally important are soft skills, including exceptional communication, influence, and negotiation abilities to collaborate effectively across teams and with external stakeholders. Leadership, adaptability, and problem-solving are key to navigating complex challenges, while a future-focused mindset will support innovation and continuous improvement within ASIC's regulatory framework.

View the position description for more information or click 'apply' to start your application. Applications close at 11:59pm AEST, 22 May 2025

About ASIC

ASIC's remit is one of the broadest of regulators across the world. ASIC regulates corporations, markets, financial services and consumer credit and monitors and promotes market integrity and consumer protection in the Australian financial system. Through our enforcement work, we hold to account those who contravene the law, working to achieve strong outcomes that address the greatest consumer and investor harms.

ASIC is committed to providing a diverse and inclusive workplace where the very best talent in Australia chooses to work. Indigenous Australians are encouraged to apply as well as applicants from all backgrounds and with different abilities.

We offer a range of **employee benefits** including:

- Attractive superannuation
- Additional leave entitlements
- 50/50 hybrid work-from home model
- Flexible work arrangements
- Assistance for study and professional development

Click [here](#) to view ASIC's salary and benefits guide.

To read more about ASIC, you can visit our [website](#) or review our [Corporate Plan](#).

To work with us, you need to be an Australian citizen and be prepared to complete an ASIC Suitability and Baseline Assessment.

Eligibility Notes

About the Australian Securities and Investments Commission

To Apply

Position Contact	Neha Narula, +61299115321
Agency Recruitment Site	https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in_organid=16529&in_jnCounter=2

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Parliamentary Department

Vacancy VN-0758235

Department of Parliamentary Services

Closing Date: Friday 23 May 2025

Security
Security Enabling Services Security Policy & Governance

Job Title	Assistant Director Security Policy
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	-
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	Flexible working arrangements may be negotiated with the hiring department at the time of employment
Classification	Executive Level 1
Position Number	JR32908
Agency Website	https://www.aph.gov.au/About_Parliament/Parliamentary_Departments/Department_of_Parliamentar

Job Description

<https://jobs.dps.gov.au/>

The Department of Parliamentary Services (DPS) is looking for a highly motivated and experienced individual to fill the role of a Parliamentary Executive Level 1 Assistant Director, Security Policy within the Security Enabling Services Branch.

We are seeking an experienced and values-driven policy professional to lead the development of high-quality security policy and procedural documentation in alignment with the Protective Security Policy Framework (PSPF) and broader organisational objectives. As an Executive Level 1 Security Policy writer, you will apply your advanced writing and analytical skills to craft clear, authoritative, and fit-for-purpose policy products that enhance the safety and integrity of Parliament House operations.

The Security Enabling Services Branch is responsible for broader security functions to support the business of DPS and APH security arrangements, engaging with many different APH security stakeholders, including the AFP, the Department of the House of Representatives, the Department of the Senate, the Ministerial Wing Support and other entities within the Parliamentary precincts.

You will lead a small team with a strong culture of collaboration, inclusivity, and continuous improvement. With a proven ability to manage competing priorities, you will demonstrate sound judgement, strategic thinking, and a commitment to delivering outcomes that reflect the DPS values of Integrity, Service, Accountability, and Respect.

This role requires meaningful engagement with internal and departmental stakeholders, ensuring that policy solutions are practical, compliant, and supportive of a secure and transparent parliamentary environment.

Duties

Please click the "apply now" button to go to the DPS Careers Webpage where you can find more information about the position and relevant duty statement.

Eligibility

- The successful applicant will be required to obtain and maintain a Negative Vetting 1 (Confidential/Highly Protected/Secret) security clearance.

Notes

At DPS, we are committed to building a diverse and inclusive workplace that ensures all our people can contribute to our shared purpose. We encourage applications from Aboriginal and Torres Strait Islander people, people with disability, people with caring responsibilities, people who identify as LGBTQIA+, people from cultural and linguistically diverse backgrounds, people who identify as neurodivergent, and mature aged people.

About the Department of Parliamentary Services

The Department of Parliamentary Services (DPS) supports Australia's Parliament and parliamentarians through innovative, unified and client focused services. DPS is proud to be the custodian for Australian Parliament House (APH) as the working symbol of Australian democracy and as a significant destination for our citizens and international visitors alike. It is a place where more than 3,500 people work on sitting days and which nearly one million people visit each year.

To Apply

Position Contact	David Vukosavljevic, (02) 6277 5532
Agency Recruitment Site	https://jobs.dps.gov.au/

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Department of Parliamentary Services

Closing Date: Friday 30 May 2025

Security
Security Enabling Services Security Policy & Governance

Job Title	Assistant Director Security Reporting and Compliance
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	-
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	Flexible working arrangements may be negotiated with the hiring department at the time of employment
Classification	Executive Level 1
Position Number	JR32906
Agency Website	https://www.aph.gov.au/About_Parliament/Parliamentary_Departments/Department_of_Parliamentary_Services

Job Description

<https://jobs.dps.gov.au/>

The Department of Parliamentary Services (DPS) is recruiting for a Parliamentary Executive Level 1 Assistant Director Security Reporting and Compliance within Security Enabling Services Branch. The Assistant Director, Security Reporting and Compliance plays a critical leadership role within the Security Division, leading a small team responsible for the delivery of security-related reporting and compliance functions across the Department.

This position supports effective decision-making and risk management by ensuring security activities are aligned with the Protective Security Policy Framework (PSPF) and internal governance requirements.

Working with a high degree of autonomy, the role requires sound judgment, strong stakeholder engagement, and excellent analytical capabilities. The Assistant Director will provide timely, evidence-based advice and lead the preparation of high-quality reports and briefings to inform executive decision-makers and meet whole-of-government reporting obligations.

The successful candidate will have the following skills:

- ability to interpret policy and code of practice
- a high level of attention to detail
- a strong understanding of governance concepts

- strong investigative skills (being naturally curious and ability to gather evidence and substantiate claims)
- strong people skills
- strong critical thinking skills
- high levels of initiative, with a willingness to challenge the status quo.

Duties

Please click the "apply now" button to go to the DPS Careers Webpage where you can find more information about the position and relevant duty statement.

Eligibility

- The successful applicant will be required to obtain and maintain a Negative Vetting 1 (Confidential/Highly Protected/Secret) security clearance.

Notes

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To Apply

Position Contact	David Vukosavljevic, (02) 6277 5532
Agency Recruitment Site	https://jobs.dps.gov.au/

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Climate Change, Energy, the Environment and Water

Vacancy VN-0758238

Climate Change Authority

Closing Date: Sunday 25 May 2025

Job Title	Senior Finance Advisor
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$94,563 - \$105,910
Future Merit Locations	Various locations - ACT
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements, including work from home, are available subject to operational requirements
Classification	APS Level 6
Position Number	TBC
Agency Website	https://www.climatechangeauthority.gov.au/about-cca

Job Description

recruitment@climatechangeauthority.gov.au

The Climate Change Authority (the Authority) is an independent statutory body established to provide balanced, expert, evidence-based advice to the Australian Government on climate change, including through conducting regular and specifically commissioned reviews and through undertaking climate change research.

The Corporate Services Team works collaboratively as a multidisciplinary team to provide strategic and operational services and advice across the agency's finance, procurement and human resource functions and maintain the Authority's corporate governance framework and compliance. The team are also responsible for all security matters across the Authority including ICT and facilities management.

The Senior Finance Advisor will work under the broad direction of the Assistant Manager to provide the supervision of day-to-day finance and accounts payable processing to support the Authority's financial, budgeting and reporting requirements and provide advice on a broad range of financial matters on behalf of the Authority.

Duties

- Assist in management of the financial function including but not limited to accounts payable, accounts receivable, purchasing, travel, taxation, and month end processing.
- Assist in preparing financial reporting, budgets and other statutory reporting.
- Assist in reconciling capital projects, lease accounting, assets and valuation.
- Facilitate cash and appropriation management.
- Supervise, guide and mentor more junior staff within the Finance team.
- Liaise with stakeholders, developing and maintaining both internal and external relationships.
- Contribute to continuous business improvement with ideas and suggestions.

Our ideal candidate will have:

- Financial knowledge and experience in financial reporting, accounts processing, compliance, travel, expense management, budget preparation and monthly reconciliation.
- Have the ability to build productive working relationships with internal and external stakeholders at all levels.
- Strong verbal and written communication skills.
- Highly organised, independent and capable of managing competing priorities to ensure effective contribution to team outcomes and deadlines.
- Strong problem-solving skills and an analytical approach with conceptual capabilities and flexible approach.
- Ability to exercise both initiative and judgement in the interpretation of policy and in the application of practices and procedures.
- Have an understanding or the ability to quickly acquire an understanding of the Commonwealth Public Governance, Performance and Accountability Act 2013 and other policy or frameworks will be highly regarded.
- Ability to work in a fluid environment, remaining flexible, agile and adaptable and supporting colleagues at short notice.
- Relevant degree/qualifications or progress towards will be highly regarded.

Eligibility

- Australian citizenship is required.
- The successful candidate will be required to undergo a pre-employment National Police History check.
- The successful candidate will be required to attain and maintain a Baseline security clearance.

Notes

How to apply

You are required to submit a 500-word pitch explaining how your skills, knowledge and experience will be relevant to the role and why you are the best candidate for the position.

We recommend considering the APS Work Level Standards when preparing your application.

Your application should include your current CV, including the names and contact details for two referees (CVs must be in .doc, .docx, or .pdf format).

Applications close **Sunday 25 May 2025, 11:59pm AEST** and should be submitted to recruitment@climatechangeauthority.gov.au. Late applications after this closing date will not be accepted.

Do not use the Apply button on the APS Jobs website.

About the Climate Change Authority

To Apply

Position Contact	Darrell Yesberg, 02 5162 1869
Agency Recruitment Site	recruitment@climatechangeauthority.gov.au

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Climate Change, Energy, the Environment and Water

Vacancy VN-0758187

Department of Climate Change, Energy, the Environment and Water (DCCEEW)

Closing Date: Sunday 08 June 2025

Bureau of Meteorology

Job Title	Director of Meteorology and Chief Executive Officer, Bureau of Meteorology (Statutory Appointment)
Job Type	Full-Time, Non-Ongoing
Location	Canberra ACT, Melbourne VIC, Brisbane QLD
Salary	-
Future Merit Locations	Canberra, Melbourne, Brisbane
Office Arrangement	Flexible
Office Arrangement Details	Flexible Work Arrangements may be negotiated
Classification	Statutory Appointment
Position Number	Ref No 1164
Agency Website	https://www.dcceew.gov.au/

Job Description

<https://www.dcceew.gov.au/about/jobs/apply>

About the Bureau of Meteorology

The Bureau of Meteorology is Australia's weather, water, climate and ocean information agency. It contributes to national social, economic, cultural and environmental goals by providing meteorological, hydrological, climatological and oceanographic services enabled by world leading science, technology and engineering.

For more information about us please visit our [website](#).

About the role

As Director of Meteorology and Chief Executive Officer of the Bureau of Meteorology, reporting to the Minister for the Environment and Water, you will head an internationally significant and innovative service delivery and science-based organisation. You will lead the Bureau to meet the evolving needs of the Australian community for trusted, reliable and responsive weather, water, climate,

ocean and space weather services.

To succeed in this role, you will have proven outstanding strategic leadership, management and operational service delivery skills in a complex, technology intensive, geographically distributed, science-based organisation. You will be a change leader with the professional experience to effectively apply complex science and technology to deliver outcomes for the Bureau's diverse set of customers, partners and stakeholders. Your judgement and communication skills will enable you to engage effectively with local communities and a wide range of national and international stakeholders from government, science, industry, non-government organisations and academia.

If you are committed to delivering impact and value for the Australian community through the application of services enabled by world leading science and technology, we invite you to apply for this role. Join our team and contribute to one of the world's most respected meteorological agencies. Remuneration for this role is set by the Remuneration Tribunal, under the determination for full-time office holders.

Duties

Selection criteria and requirements of the role:

- Demonstrates high level leadership in meteorology or other scientific disciplines will be highly valued
- Delivers high-quality customer service and responsiveness
- Understands and effectively applies complex technology to improve organisational performance and manage change
- Engages with communities to understand their needs and enhance service delivery
- Demonstrates high level leadership and vision
 - sets a strategic vision and inspires others to achieve this
 - innovative in dealing with issues
 - articulates a clear direction for their organisation
- Manages large and/or complex operations
 - achieves results within the context of organisational and/or Government policy
 - strong people management skills
 - strong financial management, ensuring efficient, effective and ethical use of resources
 - understanding of and commitment to quality organisational governance
- Works with others to meet objectives
 - operates collaboratively with others to meet organisational objectives
 - cultivates productive relationships
 - listens to people and values different perspectives
- High level of judgement
- Demonstrates a high standard of professional and personal integrity and capacity to promote these in an organisation.

Eligibility

Citizenship - to be eligible for employment with the Australian Public Service (APS), you must be an Australian citizen (with limited exceptions).

Security Clearance - this position requires a Negative Vetting Level 2 security clearance. You will be required to obtain and maintain a clearance at this level.

Pre-employment checks - your suitability for employment will be assessed through a pre-employment screening process. This process may include health, character and security checks.

How to apply

Before applying, please obtain selection documentation by emailing admin@amandaorourke.com.au quoting Ref No 1164 in the subject line.

Closing date

Applications close at 11:59pm AEST on Sunday, 8 June 2025.

Notes

About the Department of Climate Change, Energy, the Environment and Water (DCCEEW)

To Apply

Position Contact	Amanda O'Rourke, admin@amandaorourke.com.au
Agency Recruitment Site	https://www.dcceew.gov.au/about/jobs/apply

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Employment and Workplace Relations

Vacancy VN-0758194

**Department of Employment and Workplace Relations
(DEWR)**

Closing Date: Sunday 25 May 2025

People and Communication
Communication and Media Digital Content Strategy and Delivery

Job Title	Social Media Manager
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$125,220 - \$138,394
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements will be considered in accordance with the Department of Employment and Workplace Relations Enterprise Agreement 2024-27
Classification	Executive Level 1
Position Number	25/0525
Agency Website	https://www.dewr.gov.au/

Job Description

<https://dewr.nga.net.au/cp/>

Reporting to the Director of Digital Content Strategy and Delivery, the Digital Content Manager will manage how content is developed for digital platforms to support strategic priorities. This may include internal or external platforms.

Central to the role is your ability to develop strong relationships within the Branch, across the Department and with key stakeholders.

The Digital Content Manager should have demonstrable experience managing publishing workflows for online platforms such as Drupal or Sharepoint, ideally within government. As the Digital Content Manager will be managing staff and working with senior staff across the Department, experience in a leadership role is essential.

Our ideal candidate should understand how to set success criteria and report on outcomes for continual improvement of audience outcomes.

They will have skills in developing digital strategy. They will be a key contributor to almost all communication strategies coming out of the department. They will contribute innovative, creative and effective ideas on how best to leverage the power of social media to benefit audiences.

The Social Media Manager will also be responsible for maintaining channels used to manage the department's social media presence.

Duties

Responsibilities of the EL1 Digital Content Manager may include:

- Manage core aspects of the department's digital content channels which may include intranet, websites or other related platforms
- Implement and report on the performance of DEWR's digital content channels in line with strategic objectives
- Oversee the creation and publishing of content to the department's channels, including applying quality control, accessibility and other Australian Government standards

- Maintain and enhance governance and operations of key digital content channels, including coordinating with other channels to ensure consistency
- Manage contracts and software licencing for social media tools as required including ensuring they are meeting business needs
- Provide advice on audience engagement to key stakeholders including accessibility, content currency and engagement

Eligibility

Please note, under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the APS unless the Agency delegate has agreed, in writing.

This is a designated security assessed position. The successful candidate will have the ability to obtain and maintain a Baseline security clearance.

This selection process may be used to establish a merit pool. The pool might be accessed to fill ongoing and non-ongoing vacancies for similar roles in the Department over the next 18 months.

Notes

Qualifications and Education

- A tertiary qualification in a relevant field and/or relevant experience in a similar role in either the Government or private sector.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: <https://www.apsc.gov.au/recruitability>

About the Department of Employment and Workplace Relations (DEWR)

We are the department that helps job seeking Australians find safe, secure, and well-paid work while we ourselves strive to be a model employer. We provide the framework for fair and productive relationships between employers and employees. We also oversee skills development and training initiatives to support those entering the workforce or retraining to take advantage of emerging employment opportunities. Secure jobs are vital—driving future economic growth and providing people with the certainty. We focus on connecting Australians who are starting, advancing or changing their career with the relevant skills, knowledge and experience to gain or regain employment. Our work directly contributes to shaping the employment landscape. It is our unique purpose to help people realise their potential and we want you to be part of it. Underpinning our important work is our focus on culture. We recognise that how we do things is equally important as what we achieve. Our workplace is one where different perspective are encouraged, people feel a sense of belonging and draw on the expertise of their peers. Our people demonstrate the APS Values, which includes being open, thoughtful, curious and candid. We also value employee wellbeing and developing leadership through investment in capability.

To Apply

Position Contact	Sarah Mason, (02) 6240 0094
Agency Recruitment Site	https://dewr.nga.net.au/cp/

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Employment and Workplace Relations

Vacancy VN-0758196

Department of Employment and Workplace Relations (DEWR)

Closing Date: Sunday 25 May 2025

People and Communication
Communication and Media Digital Content Strategy and Delivery

Job Title	Senior Social Media Officer
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Canberra ACT
Salary	\$101,833 - \$111,979
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements will be considered in accordance with the Department of Employment and Workplace Relations Enterprise Agreement 2024-27
Classification	APS Level 6
Position Number	25/0526
Agency Website	https://www.dewr.gov.au/

Job Description

<https://dewr.nga.net.au/cp/>

Vacancies exist within the Communication and Media Branch for communication professionals. Our team of experienced specialists are accomplished in a range of communication disciplines. Through an established communication account management model, the team partner with business areas to deliver targeted communication.

The Senior Social Media Officer supports the Social Media Manager to deliver the day-to-day management of the Department's social media channels. They work with colleagues across their branch and the Department to ensure the department's social media channels are effective and engaging for a range of audiences.

The Senior Social Media Officer will have experience managing corporate social media accounts. Experience working within government or having a strong understanding of the government operating environment will be advantageous.

They will develop social media content, monitoring and reporting and contribute to the social media strategy. They will play an important role in developing relationships with internal stakeholders. They will contribute innovative, creative and effective ideas to engage audiences through our social media channels.

Duties

Responsibilities of the Senior Social Media Officer APS Level 6 may include:

- Assisting in the management of all aspects of managing the Department's social media channels
- Liaising and collaborating with stakeholders across the department to create engaging content for the department's social media channels
- Developing and publishing content to the department's social media channels
- Monitoring, managing and responding to comments on social media in an appropriate and timely manner and liaising with stakeholders accordingly
- Assisting with the maintenance, governance and operations of the department's social media channels
- Developing regular reporting focused on sharing meaningful data and analytics to internal stakeholders
- Assisting in implementing and reporting on the performance of core deliverables in line with DEWR's strategic priorities
- Stay up to date with digital trends and social media platforms and collaborate across the Comms Branch to enable responsive action

Eligibility

Please note, under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the APS unless the Agency delegate has agreed, in writing.

This is a designated security assessed position. The successful candidate will have the ability to obtain and maintain a Baseline security clearance.

This selection process may be used to establish a merit pool. The pool might be accessed to fill ongoing and non-ongoing vacancies for similar roles in the Department over the next 18 months.

Notes

Qualifications and Education

- A tertiary qualification in a relevant field and/or relevant experience in a similar role in either the government or private sector.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: <https://www.apsc.gov.au/recruitability>

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To Apply

Position Contact	Sarah Mason, (02) 6240 0094
Agency Recruitment Site	https://dewr.nga.net.au/cp/

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Employment and Workplace Relations

Vacancy VN-0758205

Department of Employment and Workplace Relations (DEWR)

Closing Date: Sunday 25 May 2025

Technology and Services
 IT Workplace, Environment and Customer Support TSD Customer and
 Financial Modelling

Job Title	Customer Management Officer
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Canberra ACT
Salary	\$101,833 - \$111,979
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements will be considered in accordance with the Department of Employment and Workplace Relations Enterprise Agreement 2024-27
Classification	APS Level 6
Position Number	25/0476
Agency Website	https://www.dewr.gov.au/

Job Description

<https://dewr.nga.net.au/cp/>

The TSD Customer and Financial Modelling section supports the Technology and Services Division (TSD) in achieving its role as a supplier of corporate services to its customers. The Customer Management team is responsible for managing Memoranda of

Understanding and Letters of Agreement with TSD's customer agencies, and the department's Catalogue of corporate/ICT services. The team has a strong stakeholder management/service delivery focus and is the central point of contact for agencies to escalate corporate services issues, as well as performing a range of communication functions.

Duties

The responsibilities of the Customer Management Officer may include:

- Liaising with customer agencies in support of the services they receive from the Technology and Services Division (TSD) under a Memorandum of Understanding (MoU) or Letter of Agreement (LoA)
- Supporting the maintenance of the Department's Corporate Services Catalogue to ensure it continues to accurately reflect the services that may be offered to customer agencies
- Supporting the management of customer agency MoUs and LoAs, including onboarding new customers and requests for new services for existing customers
- Investigating more complex issues escalated by customer agencies through various channels by liaising with internal service teams to achieve outcomes
- Providing advice and support to internal service teams and customer agencies in relation to the Department's Corporate Services Catalogue
- Oversight and coordination of communication emails to customer agencies
- Overseeing secretariat functions for regular customer agency meetings

Eligibility

Please note, under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the APS unless the Agency delegate has agreed, in writing.

This is a designated security assessed position. The successful candidate will have the ability to obtain and maintain a Baseline security clearance.

This selection process may be used to establish a merit pool. The pool might be accessed to fill ongoing and non-ongoing vacancies for similar roles in the Department over the next 18 months.

Notes

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To Apply

Position Contact	Lynette Zweck, 02 6121 7728
Agency Recruitment Site	https://dewr.nga.net.au/cp/

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Employment and Workplace Relations

Vacancy VN-0758262

Safe Work Australia

Closing Date: Sunday 25 May 2025

Policy and Consultation Group
Legal and Framework Policy

Job Title	Branch Manager
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	-
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Office based in Canberra. Arrangements will be considered under hybrid/flexible.
Classification	Senior Executive Service Band 1
Position Number	12528
Agency Website	https://www.safeworkaustralia.gov.au/

Job Description

<http://www.executiveintelligencegroup.com.au/vacancies>

As a key member of Safe Work Australia's executive team, the Branch Manager, Legal and Framework Policy provides strategic direction and leadership across a number of Safe Work Australia's Work Health and Safety (WHS) policy areas as well as the Agency's in-house legal function.

You will drive the implementation of Safe Work Australia's priorities, identifying and analysing new and emerging policy issues, and leading Safe Work Australia's policy direction across a number of areas from managing the risks of psychosocial hazards through to the regulation of modern work arrangements. A new best practice review of the model WHS laws in the context of seeking to strengthen and maintain harmonisation will be among your top priorities. This is an exciting opportunity to help set the policy direction for WHS over the next decade.

The Legal and Framework Policy Branch is responsible for:

- the development and oversight of national policy relating to the model WHS Act
- leading national WHS policy on psychosocial risks including harmful behaviours such as sexual harassment, workplace bullying and violence
- the development of proposals and initiatives to improve workers' compensation arrangements, and to promote national consistency in such arrangements, and
- providing legal advice in relation to:
 - WHS and workers' compensation and co-ordinating the development of legislative and regulatory reform for Safe Work Australia, and
 - a range of corporate matters across the Agency.

Duties

- Contributing to the broader leadership and policy development of the Agency.
- Delivering on the Agency's agreed workplan in consultation with Safe Work Australia Members and WHS ministers, including the best practice review of the model WHS laws.
- Strengthening and reinforcing positive relationships with stakeholders including other Commonwealth and State government agencies, Safe Work Australia Members, industry groups, unions, and others with a role in or a capacity to influence WHS outcomes as required to explore opportunities and solve complex problems.
- Exercising excellent judgement and providing strategic leadership within the Agency and the broader APS, characterised by a high level of accountability for outcomes and a commitment to working in a professional manner with all stakeholders.
- Enabling and motivating staff by creating a shared vision and sense of the Agency's purpose, inspiring and driving positive change and empowering staff to engage with risk.
- Ensuring the provision of strategic legal and policy analysis on the operation of the model WHS laws.
- Modelling an inclusive and consultative approach and taking action to help ensure Safe Work Australia maintains a safe and healthy workplace for its workers.
- Modelling professional integrity and ethics.

Eligibility

To be eligible for employment with SWA, you must be an Australian citizen and you will be required to successfully undergo a police record check.

The successful applicant must be able to obtain and maintain a minimum of a Baseline level security clearance or hold a current security clearance of an appropriate level. More information on the security clearance vetting process is available on the [Australian Government Security Vetting Agency \(AGSVA\)](#) website.

There are also restrictions on the employment of people who have received a redundancy benefit from an APS agency or the Australian Parliamentary Service and who is still within their 'redundancy benefit period' or restriction period. These arrangements do not apply to persons who have received a redundancy benefit from a non-APS Commonwealth employer, from a State/Territory Government employer, or from the private sector. There are no restrictions on such persons competing on merit for APS employment.

Notes

Before applying, please obtain selection documentation from the Executive Intelligence Group vacancies page <http://www.executiveintelligencegroup.com.au/vacancies> Ref. No. 998. If, after reading the selection documentation, you require

further information please contact Tricia Searson or Karina Duffey at Executive Intelligence Group on (02) 6232 2200 or admin@execintell.com.au. All applications for this process must be submitted via the Executive Intelligence Group vacancies page.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: <https://www.apsc.gov.au/recruitability>

About the Safe Work Australia

Safe Work Australia (SWA) is a leading national policy body for work health and safety (WHS) and workers' compensation. We are a small Agency of around 100 people yet our work plays a significant role in the lives of 13.5 million working Australians and their families through the provision of guidance to create safer and more productive workplaces, and the prevention of work-related death, injury and illness. We provide generous terms and conditions and flexible working arrangements. We are committed to professional development, health and wellbeing, as well as maintaining an engaged and enthusiastic workforce. Our Agency has an active Workplace Inclusion Network and social club, and we participate in a range of corporate and charitable activities. We pride ourselves on being an inclusive workplace. People from a culturally and linguistically diverse background, LGBTIQ+ people, Aboriginal and Torres Strait Islander people, people with disability and people with parenting or caring responsibilities are strongly encouraged to apply. Centrally located in the Nishi Building in Canberra, our office has easy access to a variety of cafés and restaurants. We are also close to Lake Burley Griffin which provides excellent views as well as walking and cycle paths.

To Apply

Position Contact	Tricia Searson or Karina Duffey at Executive Intelligence Group, 02 6232 2200
Agency Recruitment Site	http://www.executiveintelligencegroup.com.au/vacancies

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- that the names of successful applicants will also be notified in all formats of the electronic Public Service Gazette
- applicants found suitable may be offered similar employment opportunities by other Australian Public Service agencies